

SU LIBRARIES TECHNOLOGY LOAN POLICY

Policy

- Items checked out at the 1st floor Bird Check Out Desk and Carnegie Circulation Desk are on a first come, first served basis. Reservations are not accepted.
- Borrowers are required to show a current valid Syracuse University or ESF ID card.
- 3 hour items are due back 3 hours after being charged or 15 minutes before the desk closes, whichever occurs first.
- Users are prohibited from tampering with the laptop's hardware and existing software.
- Do not leave items unattended. Users are responsible for all items and accessories.
- Borrowers are required to return items directly to a staff member at the 1st Floor Bird Check Out Desk or to the Security Office on the first floor of Bird Library if the desk is closed. Items borrowed from Carnegie Library must be returned to a staff member at the Carnegie Circulation desk before the desk is closed.
- The Libraries reserve the right to deny borrowing privileges to patrons who violate library policies.
- Borrower is responsible for returning loaned materials on time. Although we make every effort to notify you of the exact return time, these are courtesy reminders only.
- All items are subject to overdue fines and replacement costs as listed on individual items.

Additional Policy for a laptop or tablet loan:

- Failure to return the item on time may result in a permanent ban on future laptop/tablet loan privileges.
- **On the first day the item is overdue:** Patron borrowing privileges will be suspended and a hold will be placed on the patron's Bursar account until the item is returned in its original condition when originally checked out. In an attempt to locate an overdue laptop, the Libraries will utilize tracking software loaded on the laptop. Additional patron services including Interlibrary Loan, remote access to e-resources, Article to Go will also be suspended.
- **On the 4th day the item is overdue:** A missing item report will be filed with the Syracuse University Department of Public Safety for possible criminal charges and/or SU/SUNY-ESF judicial sanctions.

Usage

- Damage or loss of user's files: The Libraries are not responsible for damage to or loss of user's files.
- Shut down laptop prior to returning: The Libraries are not responsible for personal information and documents accessed by other patrons without proper shut down.