

Library Services self-service laptops

You will need your UCard for both issuing and returning a laptop. The laptops are only for use in the library where you borrow them.



Instructions for borrowing a laptop:

- Hold your UCard flat against the card reader until the light changes to green.
- The display will tell you which laptop you can borrow and the locker door will open. You can then take the laptop from the locker.

On returning the laptop, please ensure:

- You have logged off
- The laptop is inserted into the compartment with the power input facing you
- The charger inside the locker is plugged back into the laptop
- The locker door is closed and locks.



Please be aware that the laptop is issued to your UCard and must be returned using the same UCard. It remains your responsibility until it is returned to the laptop locker.

Laptop Loans

Terms and conditions

To be eligible to borrow one of the University owned laptops, from the self-service lockers you must adhere to the following terms and conditions:

1. You must be a registered student at the University of Bristol.
2. You must use your own University student card to borrow a laptop. Laptops cannot be issued against any other forms of identification, e.g. bank card or driving license.
3. When returning the laptop, you should ensure it is inserted in the correct way up so the system recognises it has been returned.
4. Laptops can only be borrowed when the library is open.
5. You must ensure you exercise all duty of care to prevent loss or damage during the period of your loan. Do not leave laptops unattended.
6. You accept full responsibility for any loss or damage to the equipment caused by your negligence or improper use. Improper use includes not using the equipment in accordance with the manufacturer's and/or the University's instructions, using the equipment for a purpose other than intended or allowing the equipment out of your control and custody and failing to protect it from loss or damage.
7. You are liable for the cost of any repairs or replacements if the device is broken, lost or stolen during your loan period. There is a charge of £750 if the laptop is lost, stolen or broken beyond repair whilst in your possession.
8. If a device is damaged during your loan period, you should report it to a member of Library staff.
9. If you are unable to return a laptop to the lockers due to reasons beyond your control, you should return it to a member of Library staff.
10. In the event of loss due to theft, you must report the missing items as soon as possible to Library staff.
11. If a laptop is not returned to the locker when the library closes OR within 24 hours for 24/7 Study Centres, Security Services will be contacted and the laptop will be reported stolen.
12. Do not save any work to the laptop's hard drive. Save all work to either a USB pen/flash drive or to your network filestore (O: drive).
13. You must adhere to the University's regulations regarding computer use which can be found on the University's website.
<http://www.bristol.ac.uk/it-services/about/policies/>
14. In the event of a problem with the equipment during your loan period, please contact the Library staff
15. All equipment remains the property of The University of Bristol and The University of Bristol reserves the right to invoice you for the full value of the laptop and admin charges should it be damaged or not returned. The cost of the laptop and admin charges if lost, stolen or broken beyond repair whilst in your possession will be £750.
16. You cannot install software on the laptops.