

# Laptop Computer User's Agreement @ McDermott Library

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***The laptop is your responsibility while it is checked out to you. Do not leave it unattended, even for a few seconds. If the computer or any components are lost, stolen, or damaged while checked out to you, you will be charged a maximum of \$2,500.00 replacement cost, a handling fee of \$25.00, and overdue fines, if applicable.***

## Borrowing

Laptops are available for check-out to:  
UTD Students enrolled in the current semester  
UTD Faculty or Staff members

Check out a laptop from the Multimedia Desk using a valid Comet Card. If you owe the Library fines or fees, you must pay these charges before you can check out a laptop.

The checkout period for laptops is Six Hours and can be renewed at the Multimedia Desk unless another user is waiting. Laptops are available on a first-come first-served basis and may not be reserved. Return the laptops to the Multimedia Desk. Report any computer malfunction at the Multimedia Desk.

**When the Multimedia Desk is closed, check-out and return laptops to the Circulation/Reserve Desk. Laptops must be turned in at least 15 minutes before the library closes.**

## Fines/Late Fees

\$0.10 per minute, \$50.00 maximum \*\*

Fines may be paid at the Bursar's Office in Student Services Building or online through the UTD Online Store ([http://www.utdallas.edu/library/services/online\\_payment.htm](http://www.utdallas.edu/library/services/online_payment.htm)). There is no grace period.

**\*\* An additional \$0.10 per minute will apply for checked-out headsets.**

## Terms of Use

- Computer can only be used within the library. The library is defined as within the electronically secured area on the 2<sup>nd</sup> floor, the 3<sup>rd</sup> floor and the 4<sup>th</sup> floor.
- Documents must either be saved to your H-drive, a diskette or memory key ("USB drive"), burned to a CD-R/CD-RW, e-mailed, and/or printed.
- **Documents saved to the hard drive will automatically be cleared when the computer is rebooted or powered off.**
- Computers must be handed back to a Multimedia Desk staff member to be checked in. **Please do not lay them on the desk and walk away – wait to ensure all items have been removed from your account.**

## Printing

Each laptop is capable of sending a print job to the printers in the Copy Center. **YOU MUST HAVE MONEY ON YOUR COMET CARD TO PRINT.** Cost of printing is \$0.06 per page.

Laptops also have the option of printing to the Color Printer in the Copy Center. The cost for color printing is \$1.00 per page. Color print jobs are paid for and released at the color printer in the Copy Center.

## Applications Available on Laptops

### Software applications:

- Adobe Reader 9
- Internet Explorer 8
- Itunes
- JCreator LE
- Matlab 2009
- Mozilla Firefox 3.6
- MS Access 2010
- MS Excel 2010
- MS Office Tools 2010
- MS PowerPoint 2010
- MS Publisher 2010
- MS Word 2010
- Power DVD
- Pharos
- Putty
- Quicktime
- Real Player
- Refworks
- Share Point
- Windows DVD Maker
- Windows Media Player
- Win Sp

### Browser helpware applications:

- Adobe Reader
- Java 6.022
- McAfee SiteAdvisor Enterprise
- QuickTime plugin
- RealPlayer

## Additional Guidelines and Reminders

- SAVE YOUR WORK. Documents saved to the hard drive will be deleted when the computer is rebooted or powered off.
- The Library is not responsible for any files left on any laptop or for loss of or damage to a user's file during the loan period.
- The Library is not responsible for any computer viruses that may be transferred to, or from, a user's diskette.
- For help using laptops (both hardware and software), ask for assistance at the Reference Desk on the second floor of McDermott Library.
- The laptop is your responsibility while it is checked out to you.
- Never leave the laptop unattended.
- Report any computer malfunctions to the Multimedia staff.

## What you should find in the briefcase:

- 1 Dell laptop computer
- 1 External Floppy Drive
- 1 Ethernet cable
- 1 Power cable
- 1 Mouse

If you need to listen to a broadcast or CD, please request a headset from the Multimedia Desk.

The University of Texas at Dallas  
An Equal Opportunity/Affirmative Action University  
800 West Campbell Road, Richardson, TX 75080 972-883-2955  
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