
About the Netbooks

Netbooks are available to borrow at the Jean Burr Smith Library. They:

- Are equipped with Windows 7 and Microsoft Office 2016
- Can access the Internet wirelessly
- Have USB ports for use with flash/thumb/USB drives or other USB devices, and may be used with AC power or battery.

Please treat the devices as if they were your own and understand the responsibilities you have to yourself and to your fellow students in maintaining equipment in working order when it's in your possession. The Library reserves the right to refuse service to anyone who abuses the Netbook or is repeatedly late in returning it.

MxCC Library

mxcc.edu/library

Middletown:

Chapman Hall, Main Floor

860.343.5830

mx-library@mxcc.edu

Netbook Lending Program

*Jean Burr Smith Library
MxCC Main Campus*



Borrowing Policies

- Current MxCC students – who have a valid school ID (or equivalent) and do not owe more than \$10 in fines and fees — may borrow Netbooks. (Faculty and staff may borrow laptops from IT.)
- Students can borrow one Netbook at a time. The loan period is 14 days, no renewals.
- Students must wait at least 24 hours between subsequent check-outs of a Netbook.
- Students may place a hold if no Netbooks are currently available. Once a device becomes available, the student will be notified and will have 24 hours to pick up the device.
- **Netbooks must be picked up in person and returned in person to the location from which it was borrowed during operating hours. Netbooks may not be returned in the book drop.**
- Students are required to sign a *Netbook Borrower's Agreement form* outlining their responsibilities if the Netbooks (or its parts) are not returned. At each check-in and check-out, students are required to initial the agreement form to acknowledge that all pieces were returned in good condition.

Using the Netbooks

- Use of a Netbook is on a "self-service" basis. Refer to the included printed instructions for help operating it.
- Library, Learning Lab, and IT staff are not available to provide software application (Word, Excel, etc.) support. Utilize the "Help" menu in the application.
- Immediately report malfunctions and unusual programs or software to Library or Learning Lab staff.
- Safeguard the Netbook at all times; never leave it unattended. Users are responsible for any and all damage done to the Netbook while it is checked out to them. They are also responsible for theft of the device while in their possession.
- Save all work to a flash drive. All files saved to the Netbook will be erased when returned. The Library is not responsible for any lost or damaged files.
- NO student can receive payment for a production utilizing MxCC equipment. The sole purpose of the Netbooks is for education, not for students to run private businesses.

Fines and Fees

- Borrowers are expected to return the Netbooks in good working order and on time. Please report any problems with the computer immediately to the Library staff.
- Borrowers will be billed for repair and/or replacement costs for any loss, theft or damage of the Netbooks in addition to fines and processing fees for items returned late.
- Charges:
 - ◇ Overdue: \$10/day. **If a Netbook is 5 days overdue, it is considered lost or stolen, and the student will be billed for the full cost of the device.**
 - ◇ Cleaning fee for devices/cases returned dirty: \$10
 - ◇ Full replacement cost of a lost item (case, adaptor, and battery) will be determined at the time of loss.