

HTRC Notebook Computer Lending Policy

The School of Hotel & Tourism Management (SHTM) provides a notebook computer lending service to SHTM students to assist in their learning and research activities.

The following rules and regulations apply:

1. Notebook computers are lent to SHTM students, provided they are in good standing (i.e., they have a valid University Identity Card and have no outstanding overdue fines). Borrowers are required to sign the HTRC Notebook Computer Lending Agreement.
2. The loan period is up to 5 hours for in-house use and 1 week for lending outside HTRC. The loan period may be extended, subject to availability.
3. Notebook computers may be reserved through the online catalogue up to 3 days in advance. Notebook computers that have not been reserved are provided on a first-come-first-served basis.
4. Each notebook computer is equipped with operating software and a standard suite of Microsoft Office products, a built-in Wi-Fi modem, an electrical cord, a battery and a mouse. No additional unauthorized software can be installed or downloaded.
5. SHTM does not assume responsibility for lost or corrupted files for reasons such as hardware failure, network interruption or improper use by the borrower. Patrons are advised to save their data files on their own personal storage devices or in their personal e-mail accounts. SHTM reserves the right to remove any unauthorized files found on the notebook computer upon return.
6. Limited technical support (on software) is available at TH311 during office hours.
7. Renewals cannot be reserved in advance and must be made in person at the Counter.
8. Notebook computers must be returned to HTRC in person. Borrowers are advised to wait until the notebook computer is checked by HTRC staff and the sign-out sheet is returned with the signature of the HTRC staff on duty at the Counter.
9. Notebook computers must be returned at the end of the 5-hour period or 30 minutes prior to library closing, whichever comes first.
10. Returning notebook computers 15 minutes late or more is considered a late return. Fines are \$5 per hour and \$60 per day past time due.

11. The borrower assumes full responsibility for the cost of repair or replacement in the event that the notebook computer is lost, stolen, or damaged while on loan.