Short-Term Library Laptop Loans for Students

Policies

Students enrolled at NCC are eligible to borrow laptops from the library for one week.

Library laptops

- can be borrowed for **one week** and must be returned to the library before being checked out again or renewed. They can be renewed two times if no other student needs one.
- are available on a first-come, first-served basis and cannot be reserved.
- are the property of Nashua Community College and are intended for academic purposes. Students must comply with the College's Computer Use Policy. See the student handbook or the college website.

The borrower is responsible for any loss or damage. If the laptop is lost or stolen, the borrower should notify the Library **ASAP** at 603-578-8905 or ncclibrary@ccsnh.edu.

Damage and replacement fees

Library staff will check a laptop's condition when it is returned. The student will be charged a replacement fee for a missing and/or damaged device and accessories. These fees include, but are not limited to, the following:

- **Laptop and charging cord not returned $900**
- **Power/Charging cord not returned $100**
- **Cracked or severely marked screen $200**
- **Keyboard/Case severely damaged or vandalized $100**

Alterations, including application of external skins or stickers to laptops, are considered damage and will result in charges for repair.

The cost to replace missing or damaged devices or accessories will be assessed to the student account. If the student returns the device in good condition within 30 days of the date of the charge, the charge is removed. All charges are sent to the Bursar's Office for collection and may prevent a student from registering for classes, obtaining diploma/transcripts and/or graduating until paid in full.

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Internet and software

Students are responsible for obtaining internet access when using the laptop off campus. On the NCC campus and in the parking lots, a student can connect to the college WIFI using their Easy Login.

Office 365 (Word, Excel, PowerPoint, etc.) software and web browsers are installed on the laptops.

Borrowers should not save documents, passwords or usernames for any site, program or application. The laptops have software that reboots and restores them. However, NCC is not responsible for anything the student has saved to the laptop.

Late returns

A borrowed library laptop is considered LOST if not returned by two weeks after its due date. If the laptop is lost, the library will forward the borrower's information to the NCC Bursar.
(See Fees section above.)

The NCC library may refuse to lend laptops to students who repeatedly return them after the due date.

Students who fail to return laptops may be prevented from borrowing any library materials until laptop is returned or charges applied to their college account by the NCC Bursar are paid.

Full semester laptop loans

If a student requires a laptop for an extended period, they need to contact the NCC IT Department. https://nashuacc.edu/current-students/technology/computer-technology-requirements/