

## **GSC Laptop Rental Policies**

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The following policy describes parameters regarding the usage of rental laptop computers provided through the Welcome Desk at the Gallagher Student Center. This policy helps control the usage and condition of these laptops.

### **Check Out Procedure**

Laptops can be checked out by current Xavier University students at the Welcome Desk of the Gallagher Student Center by providing the Welcome Desk Attendant with a valid "All Card". The name and picture on the All Card must match the person checking out the laptop. Laptops can be checked out without an All Card via name with a valid driver license. All laptops are able to access the internet and contain Microsoft Office applications. Power cords are also available.

### **Returning Laptops**

GSC laptops must be returned no later than 12 hours following the time they were checked out. GSC laptops can only be returned to the GSC Welcome Desk. **They are not allowed to be returned to the CLC Circulation Desk.**

### **Late Return Policy**

If a laptop is past due, the student will receive the following email one hour following the deadline:

*"The item listed below is now overdue. This item will accrue overdue fines at \$1 an hour. Please return this item at your earliest convenience to the GSC Welcome Desk. If you have any questions about your fines, please contact the GSC Manager at [marshallc5@xavier.edu](mailto:marshallc5@xavier.edu) or 745-3205."*

Should the item remain overdue at 12 hours following the deadline, the following message will be sent:

*"The item listed below is still overdue. Please return this item as soon as you can to the GSC to avoid further late fees. If the item is not returned within 24 hours of being due, you will be billed for the full replacement cost of \$1000/laptop plus applicable late fees. If you have any questions about your fines, please contact the GSC Manager at [marshallc5@xavier.edu](mailto:marshallc5@xavier.edu) or 745-3205"*

Finally, if the laptop is not returned within 24 hours from the deadline, the student will be charged \$1000 to their student account and receive this message:

*"The item listed below is now 24 hours overdue and has not been returned. You are being billed for the full replacement cost of \$1000/laptop plus applicable late fees. If you are a student, charges will be added to your bursar bill at the end of the month. If you have any questions about your fines, please contact the GSC Manager at [marshallc5@xavier.edu](mailto:marshallc5@xavier.edu) or 745-3205."*

**If there are any questions or concerns regarding fines or charges, contact the GSC Director at [marshallc5@xavier.edu](mailto:marshallc5@xavier.edu) or 513-745-3205.**

### **Additional Policies**

Students checking out a laptop will be responsible for all damages to a laptop beyond normal wear and tear. The appropriate fees will be assessed when necessary.

Students assume full responsibility for laptops that are checked out to them. Please do not leave laptops unattended.

Illegal downloading of music, video, and any other copyrighted electronic material is prohibited. Additionally, the viewing or downloading of other illegal or questionable material is also prohibited. Violations brought to the attention of Xavier University or the GSC will constitute a violation of the Code of Student Conduct; charges will be filed, and will be addressed through the University conduct process.

The privilege to check-out a laptop will be revoked when a student has failed to return a laptop or has damaged or misused a laptop.

Students are not allowed to check out laptops under anyone else's name.

If a laptop is not functioning properly, please return it to the desk for assistance.