

SITI HASMAH DIGITAL LIBRARY LAPTOPS LOAN SERVICE

Guidelines for Using Library Laptop Loan Service

BORROWING

- The laptop and its accessories (Power adapter and mouse) can be borrowed from the Library Counter.
- You must have a valid MMU ID card to borrow and use a laptop and their accessories (Power and VGA Adapters). You are not allowed to use other students' MMU ID cards.
- You can only have one laptop checked out at one time and the loan is not transferable.
- Borrowing Laptops and their accessories (Power adapter and mouse) are available on Monday until Friday from 9:00 am until 3:00 pm.
- A laptop can be borrowed up to two (2) hours per session and can be renewed only once on the same day. A renewal is not applicable after 5:00 pm.
- Laptops loan service form must be complete and hand over to the staff at the Library Counter during borrowing transaction.

USING THE LAPTOP

- The laptops can **ONLY be used in the library** and cannot be left unattended once borrowed. Always keep the laptop with you as you are personally responsible if it is lost, stolen or damaged.
- Designated laptops with relevant labels and numbering can only be used in the library only. The laptop can only be used at the area that has been gazetted.
- The hard drive cannot be used for temporary or permanent storage of files. Security software will re-configures the laptop each time it is rebooted erasing any files on the hard drive.

RETURNING

Library laptops must be returned in person to the Library Counter and cannot be returned anywhere else. Laptops and all their accessories must be returned on time and will be checked by the library technician when returned.

You must report any problems with the laptop to the library staff when returning it.

FINES

- Late returns of laptop set (laptop, power adapter and mouse) will incur a **RM2** fine per hour or part of an hour.
- Non-return will incur a fine of **RM4,500** for the library laptop, **RM50** for mouse, and **RM300** for the power supply adapter.
- Any damage to the library laptop may incur reimbursements of up to **RM1,000**.

RENEWALS

- Laptops may be renewed if there is no booking for the item. A renewal is allowed once per day. The maximum number of hours a laptop can be checked out by a user is four (4) hours per day.
- Library laptops on loan must be returned to the Library Counter before they can be checked out again for renewal.

RESPONSIBILITIES

- Siti Hasmah Digital Library will take no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.
- Siti Hasmah Digital Library is not responsible for any computer viruses that may be transferred to, or from, external storage solutions such as CD-R's, DVDs or USB pen drives used by the user.
- Siti Hasmah Digital Library will not be responsible for any personal data return with the laptop by mistake.

Borrower Information (To be fill by user)

Name: _____ **MMU ID:** _____

Faculty: _____ **Phone No.:** _____

User Type: Undergraduate Postgraduate
 Academician Staff

Checkout Date: _____ **Checkout Time:** _____

Renewal Time: _____

Laptop Information (To be fill by staff)

Brand/Model: _____

Laptop Case: YES NO

Barcode No.: _____

Serial No. (optional): _____

Borrower's Agreement for the Library Laptop Loan Service

Disclaimer:

- Siti Hasmah Digital Library will take no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.

- Siti Hasmah Digital Library is not responsible for any computer viruses that may be transferred to, or from, external storage solutions such as CD-R's, DVDs or USB pen drives used by the user.
- Siti Hasmah Digital Library will not be responsible for any personal data return with the laptop by mistake.
- Siti Hasmah Digital Library cannot be held responsible for damage to files or data loss incurred while using a loaned laptop.

1. I accept that each time I borrow a laptop I will take custody of the equipment ("package") indicated below, in good condition

- Laptop
- Mouse, Power Adaptor and etc.

I am held responsible for the safe return of all parts of the package after each loan period. I understand that upon return, the package will be checked by a member of staff for loss and/or damage.

2. I agree to use the equipment safely. I agree to protect the equipment from theft and/or damage.

3. I will not

- Use the equipment for the purpose of personal profit making or for commercial activities;
- Make use of, or copy, software contrary to the provisions of any agreement entered into by the University;
- Access, transmit, store, print, promote or display offensive, obscene content.

4. I understand that the equipment will not be used to permanently store any work and upon return I understand that all saved data will be removed.

5. I understand that the University will investigate the damage to or loss of the equipment. I will cooperate in the investigation.

6. I agree to notify Library staff immediately if the equipment is damaged, lost or malfunctioning.

7. I agree to return the laptop before the due time/date or upon request by Library staff.

8. I agree to pay fines for late return (RM2.00) per hour or part of an hour, non-return (RM300 for power supply adaptor, RM50 for mouse or RM4,500 for the laptop) or damage (up to a maximum of RM1,000) may be incurred.

9. I understand that laptop loan is not transferable.

Personal Data Consent Clause

By submitting this Borrowing of Reference Material Form ("Form"), you are giving your personal data to the Multimedia University ("University") and you agree that the University may collect, use and disclose your personal data for the purposes as provided in the Privacy Notice (as attached together with this form and available at our website at www.mmu.edu.my) in accordance with the Personal Data Protection Act 2010. Please visit our website for further details on our Privacy Notice, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

Declaration and Acknowledgement

I acknowledge that I have read and understood this Form and I hereby certify that the above information provided is true and correct. I hereby consent to the University to collect, use and process my personal data in accordance to the Privacy Notice.

.....
SIGNATURE

.....
DATE

For Office Use

Borrowing	Returning	Remarks
<p>Accessories Issued (Check All That Apply):</p> <p>Laptop Case <input type="checkbox"/></p> <p>Power Adapter <input type="checkbox"/></p> <p>Mouse <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p> <p>Processed by ISM Technician:</p> <p>_____</p> <p>Name:</p> <p>Date:</p>	<p>Accessories Returned (Check All That Apply):</p> <p>Laptop Case <input type="checkbox"/></p> <p>Power Adapter <input type="checkbox"/></p> <p>Mouse <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p> <p>Received by Counter Staff:</p> <p>_____</p> <p>Name:</p> <p>Date:</p> <p>Verified by ISM Technician:</p> <p>_____</p> <p>Name:</p> <p>Date:</p>	