

Student Laptop Loan Information Sheet



ALVIN E. EVANS LAW LIBRARY, UNIVERSITY OF KENTUCKY COLLEGE OF LAW

The following software is on all Library laptops:

- Windows XP Pro
- Office 2007: Word, Excel, Power Point, Access
- Internet Explorer
- Acrobat Reader 6.0
- Windows XP Accessories

CHECKOUT PERIOD INFORMATION: THE MAXIMUM CHECKOUT PERIOD IS 4 HOURS. Laptops are due at the end of the 4-hour period or 15 minutes before the library closes. Renewal is possible if others are not waiting for a laptop. To renew a laptop, bring your ID and laptop back to the circulation desk.

How to log-on to a library laptop:

- Boot the computer by pressing the On/Off button above the keyboard.
- When the login window comes up, the user name is **student** and the password field should be left blank. Click “OK”. At the U-Connect@UK screen, log-in as a guest by entering an e-mail address, or enter your U-Connect user name and password to log-in as a registered user.

For the duration of your checkout period, **YOU ARE RESPONSIBLE FOR THE LAPTOP**. Do not leave the laptop unattended or loan it to anyone. If the laptop is lost or damaged, you will be responsible for replacement costs.

Laptops may not be taken past the library security gates at the library entrance except in the case of a fire alarm or similar building emergency. In the event of an emergency building evacuation, **TAKE THE LAPTOP OUT OF THE BUILDING**. **DO NOT** leave the laptop behind (you are responsible for the cost of replacing stolen laptops).

The laptops connect to the Internet by means of a wireless network and the Ethernet card. You do not need to plug into any data port to connect to the Web.

A/C power packs are supplied with the laptops, and should be used whenever possible to avoid loss of work due to a drained battery.

Note: The C: Drive is erased each time the laptop shuts down or is restarted. You can save files to the desktop and email them to your email addresses, but files saved to the desktop are automatically erased when the laptop re-boots.

In order to prolong the life of this equipment, please follow these guidelines for repacking the laptop when you are done:

- Strap the computer into the carrying case with the Velcro strap.
- Store the A/C power cord inside the carry-case.
- Make sure that the info sheet is right side up in the inside pocket of the carry-case.
- See the Wireless Laptops and Printing guide for information on saving files and printing documents from a library wireless laptop.