

LAPTOPS

Terms and Conditions of Use

The Information and Documentation Services have four laptops that can be borrowed by internal users for exclusive use in the Library space.

Besides allowing access to the Internet and the Library e-resources, the Laptops can also be used to work with Microsoft Office.

Reservation & Use

- The laptop reservation must be made on the [Library Reservation System](#).
- Always check-in within a maximum of 15 minutes after the starting time, otherwise the resource will be automatically released.
- Each reservation can be made for up to 3 hours.

- It is not allowed to change laptop settings or characteristics and neither its components.
- It is not allowed to install any software, even if it is free.
- It is not allowed to access pages or contents that, due to the nature of their images or text, are not suitable for libraries study spaces.
- The laptop cannot be used to develop profitable activities, play games, or reproduce multimedia contents that are not intended for the development of academic activities.

User Responsibilities

- It is the user's responsibility to return the equipment in the same physical and functional conditions as the time of its request.
- It is the user's responsibility to ensure that any external device connected to the computer or files downloaded from the Internet are free from virus or any other application that could compromise the normal operation of the equipment.
- User will be held financially responsible for damage caused to the laptop.
- Users who attempt to steal equipment from the Library's facilities will have their user's rights suspended for a period of 1 to 3 years.

Note:

- At any moment Library staff may undertake verification actions.
- Library staff is authorized to invite users to leave the Library facilities when the rules are not observed.