

24 hour self-service laptop loans

Self-service laptop loans are now available from the All Saints Library and the Brooks building at Birley. All you need to access the service is a valid student ID card and your Library PIN.

How to borrow a laptop

- Swipe your ID card on the terminal in front of the lockers
- Type in your four-digit Library PIN
- Accept the terms and conditions (see separate document)
- Go to the locker indicated on the screen
- Swipe your ID card on the locker door
- Unplug the laptop and remove it from the locker.

The locker indicated will contain the laptop with the most battery life. You can use the laptop for a maximum loan period of 24 hours. However, the battery charge will last between four and six hours.

NB: You have one minute to get your allocated laptop out of its locker before the loan process terminates (the locker light will stop flashing). If this happens, you'll need to start again.

How to return a laptop

- Swipe your ID card on the terminal in front of the lockers
- Type in your four-digit Library PIN
- Go to the locker indicated
- Swipe your ID card on the locker door
- Put the laptop inside and plug in the power cable.

NB: You MUST ensure you have plugged the locker's power cable into the laptop when you return it. Otherwise, the laptop will still be registered as 'on loan' to you.

You can borrow another laptop as soon as you've returned your current one, if there are any available. The lockers lights will be blue if the laptops inside them are available for borrowing and red if they're not. There will be a wait of at least 20 minutes before a returned laptop is available for loan.

The system won't let you borrow more than one laptop at a time – so make sure you plug in your returned laptop properly when you bring it back!