The Northern Illinois University Libraries (Libraries) makes available laptops to the Northern Illinois University (NIU) students (patrons) under the following conditions:

1. The Libraries has laptops available for circulation by our students.

2. Laptops and power cords cannot be reserved ahead of time. They are available on a strictly first-come, first-served basis.

3. Both long- and short-term loans are available. The long-term circulation period is for the duration of the current semester, with no renewals allowed (laptops must be returned at the end of the semester so we can assess their condition and perform any outstanding software updates). The short-term circulation period is three weeks, with the option to renew one time. There are also a small number of laptops available for 24-hour circulation without the option for renewal.

4. Laptops and power cords must be returned to the Circulation Desk (not deposited in an outside drop box). The Circulation staff will check the laptop for damages and operational functionality. The person to whom the laptop was checked out may be charged the cost of reasonable repairs. The presence or absence of a power cord will also be noted.

5. Patrons are responsible for any damage to the laptops and power cords while they are checked out to them. Patrons who return laptops late will be charged a non-refundable overdue fine at the rate of $5.00 per day. Any laptop and/or power cord not returned within 7 days after the due date will be declared lost and will be billed to the patron.

6. A laptop reported stolen, damaged beyond repair, or lost (not returned after 7 days) may be remotely deactivated (i.e., it will cease to function) and will result in a $1,000.00 fee to the patron who had the laptop checked out.

7. A damaged or lost (not returned) power cord will result in a $65.00 fee to the patron who last had the power cord checked out.

8. Billed but unpaid replacement fees can be removed from the patron’s account in full if the laptop is returned and determined to be in good working condition. Once the patron pays the replacement fee, however, no refunds will be granted.
9. Patrons who return laptops late must wait until the next business day (Monday through Friday, excluding holidays and other University closures) before checking out another laptop. Laptops will not be reserved.