Laptop Use Policy

The MCC Library has 2 laptops available for checkout from the MCC Library Circulation Desk. Laptops can be checked out by currently enrolled MCC students, faculty or staff. The laptops have Microsoft Office (Word, PowerPoint, Excel, Publisher, Access), Explorer and Firefox web browsers, Adobe Reader and Windows Media Player.

Use of your MCC library card to check out equipment indicates your agreement to observe the library’s policies.

- Laptops will be checked out for 2 (two) days with an option of a (two day) renewal. Laptops checked out on Friday will be due on Monday.
- Laptops will not be checked out to patrons owing money for lost, missing or damaged equipment or other library materials.
- There will be a $10.00 per day overdue fine for laptops. This fine starts accruing one day after the laptop is overdue. The maximum overdue fine is $100.00. Any laptop that is 10 days overdue will be declared lost and the patron’s account charged a replacement fee. The replacement fee will be based on the cost of the laptop, plus the $100.00 fine and a $25.00 processing fee. The overdue fines and processing fees are non-refundable.
- There is a limit of one laptop per person. A 24 hour wait is required between checkouts.
- For security purposes, do not leave laptops unattended. You are responsible for a laptop that is stolen if it is checked out to you.
- Please do not return laptops to the book drop. Return the laptop to the staff at the Circulation Desk, inside the MCC Library. A $25.00 fine will be charged if the laptop is returned in the book drop.
- Check the laptop before leaving the Circulation Desk. In the event of damaged equipment, the library staff will determine if the damage is the result of normal wear and tear. If you notice damage to the equipment or an application is not working please notify the staff at the Circulation Desk.
- The total replacement costs include the device, accessories and a non-refundable processing fee. If any pieces are not returned, they will be billed accordingly with the non-refundable processing fee:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>$400.00</td>
</tr>
<tr>
<td>Cord</td>
<td>$10.00</td>
</tr>
<tr>
<td>Case</td>
<td>$15.00</td>
</tr>
<tr>
<td><em>Non-refundable processing fee</em></td>
<td>$25.00 *</td>
</tr>
</tbody>
</table>

Total Replacement Cost: $450.00
Getting Started

- **Saving Files:** Users are responsible for saving all their files to a USB (flash drive). Laptops are frozen and will not retain data once rebooted. **DO NOT SAVE YOUR WORK TO THE LAPTOP!**

- Each laptop has a unique User Name and Password. Do not use your own NETID. There is a local account setup on each laptop which coincides with the machine name:
  
  - Machine name: MAWA138-04 User Name is maxstu4, PASSWORD is C@peCod1234
  - Machine name: MAWA138-05 User Name is maxstu5, PASSWORD is C@peCod1234

  The screen will look like this:

![Windows XP Lock Screen](image)

- The laptops run on the wireless network and everything is preset to connect. **IF IT DOESN’T CONNECT REBOOT AND TRY TO CONNECT AGAIN.**

- You can print from this laptop! Using pay per print will require you to give your print job a name and choose to have it printed. If you forget to choose a name it will be the un-named job waiting to print.

**Printing Documents:**

1. Create your document
2. Click on File → Print
3. Change the printer from OneNote to BWLetter
4. Hit Print
5. Name your document
6. Send to Server
7. Release Job
8. Enter your JobID (or whatever you named your document)
9. Enter your ACCOUNT & PIN number