

### Borrower agreement for the Library laptop loan service

#### Disclaimer

The University of Nottingham Malaysia Campus cannot be held responsible for damage to files or data loss incurred while using a loaned laptop.

The University of Nottingham Malaysia Campus assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.

The University of Nottingham is not responsible for any computer viruses that may be transferred to, or from, external storage solutions such as CD-R's, DVDs or USB storage drives used by the user.

The University of Nottingham will not be responsible for any personal media return with the laptop by mistake.

1. I accept that each time I borrow a laptop I will take custody of the equipment indicated below, in good condition:

i) Laptop computer            ii) Mouse , Power Adaptor and etc.

will be checked by a member of staff for loss and/or damage.

2. I agree to use the equipment safely. I agree to protect the equipment from theft and/or damage.

3. I agree to abide by rules outlined in the Code of Practice for Users of the University Computing Facilities and use the equipment and related information technology facilities only as set out in University's policies. I will not

use the equipment for the purpose of personal profit making or for commercial activities;

make use of, or copy, software contrary to the provisions of any agreement entered into by the University;

access, transmit, store, print, promote or display offensive, obscene content.

4. I understand that the equipment will not be used to permanently store any work and upon return I understand that all saved data will be removed.

5. I understand that the University will investigate the damage to or loss of the equipment. I will cooperate in the investigation.

6. I agree to notify Library staff immediately if the equipment is damaged, lost or malfunctioning.

7. I agree to return the laptop before the due time/date or upon request by Library staff.

**8. I agree to pay fines for late return (RM10.00) per hour or part of an hour, non return (RM 300 for power supply adaptor, RM50 for mouse or RM4,500 for the laptop) or damage (up to a maximum of RM1,000) may be incurred.**

9. I understand that laptop loan is not transferable.

Date: ..... Name:.....

H/Phone: ..... Library number: ..... Signature: .....

## Guidelines for using the Library laptop loan service

### Borrowing

- A valid University of Nottingham Malaysia Campus University Card is required to borrow the laptop.
- The conditions for borrowing a laptop is covered in the Code of Practice for Users of the University Computing Facilities.
- You only have one laptop checked out at one time and the loan is not transferable.
- Laptops can be borrowed from the Circulation Desk during Library opening hours.

### Using the laptop

- Laptops can only be used in the Library.
- Keep the laptop with you at all times, as you are personally responsible if it is lost, stolen or damaged.
- The hard drive cannot be used for temporary or permanent storage of files. Security software reconfigures the laptop each time it's rebooted erasing any files on the hard drive.
- Power plug-in points is available at Library with wireless service provider of:

✦ *UNMC: Free wireless service provided by the university. Covers all the main areas in the campus. The same restrictions that govern Internet and wired network usage also apply here.*

- Please ask Library staff for advice on using the laptop or contact IT Helpdesk at ext 8199.

### Return

- Laptops must be returned to Library staff at the Circulation Desk and cannot be returned anywhere else.
- Laptops must be returned according to the specified time slot informed by the Library staff.
- Late return will incur RM10 fine per hour or part of an hour.
- Non-return will incur a fine of RM4,500 for the laptop, RM300 for the power supply adaptor, and RM50 for mouse. Damage of laptops will incur up to RM1 ,000.
- You must report any problems with the laptop when returning it.

### Renewal

- Laptops may be renewed only once if nobody booked for the item. Therefore maximum hours laptops can be checked out per person is 6 hours per day.
- Laptops must be returned to the Circulation Desk before it can be checked out again.

### Responsibilities

- The University of Nottingham Malaysia Campus assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.
- The University of Nottingham Malaysia Campus is not responsible for any computer viruses that may be transferred to, or from, external storage solutions such as CD-R's, DVDs or USB pen drives used by the user.
- The University of Nottingham Malaysia Campus will not be responsible for any personal data return with the laptop by mistake.

## Code of Practice for Users of the University Computing Facilities

**1. In the following paragraphs any reference to computing services or facilities applies**, where appropriate, to those which are available on systems run by Information Services, or sited in schools or departments but connected to the University network. To be permitted to use University computing facilities, users are deemed to have read and be bound by this Code of Practice, the University Information Security Policy and the University regulations.

Users need to be aware that their communications may be monitored for the business purposes of the University by IT staff as permitted by Malaysia and UK legislations. The legislations allow the interception of network traffic without consent for purposes such as recording evidence of transactions, ensuring regulatory compliance, detecting crime or unauthorised use, and ensuring the efficient operation of University communications systems. Users should be aware that their communications could be released to requestors if deemed in the public interest under the [Freedom of Information Act \(2000\)](#).

In cases where there is suspicion of criminal activity or gross misconduct, further investigation by authorised staff may result in the examination or seizure of any University owned computer equipment or media related to the suspected offence. Examination may include opening and reading email, files or other data stores deemed relevant to the investigation. The University may disclose information to the Police or other authorities, as allowed by the legislation, in the case of suspected criminal activity.

Access to a user's email, files or data stores related to the University's activities may also be granted to a line manager or authorised alternate if the user is unavailable for their normal duties for a period and materials are necessary for the efficient operation of the University.

### 2. Rules for the use of the University computing facilities:

- a. Access to University computing facilities is normally granted by the issue of an individual username and initial password. The individual concerned is solely responsible for work undertaken from any username issued. Users must only use their own username when accessing the University network. Users are responsible for the security of their passwords. Passwords should never be divulged to anyone and should be regularly changed, whilst ensuring that strong passwords are chosen. Users should be particularly wary of phishing attacks that appear to be official request for your University username and password, or other personal data, as these may be used for identity theft.
- b. Access to University computing facilities is given and allocations of resources are made for purpose of the University, as approved by the departmental/school, and for the operations and management of the University.
- c. Users must not damage University computer equipment or interfere with systems or any other user software housed on the University computer systems, e.g. by introducing viruses.
- d. Users must not use or attempt to use any network from the University for unauthorised purposes. In particular, the JANET network is subjected to the [JANET Acceptable Use Policy](#) and the campus Internet link is subject to the local ISP terms and conditions.
- e. Users must not use or attempt to use any networked service (e.g. BIDS, Edina etc.) accessed from the University for unauthorised purposes. Use of licensed services must comply with the license conditions. In particular, use of software/datasets licensed through CHEST must comply with the CHEST Code of Conduct and its associated Copyright Acknowledgement.
- f. All software used on University IT equipment must be appropriately licensed, and proof of such licenses must be made available on request.
- g. Information issued by Information Services in official notices, circulars and instructions, and verbal advice given to users is not confidential except where it is stated to be so. However, users are warned to follow strictly any instructions issued regarding the use of proprietary software and any other confidential information. It is strongly emphasised that no such confidential information may be copied, modified or disseminated without the consent of the Head of Information Services or the Head of Department/School, as appropriate.
- h. Users must not access, transmit, store, print, promote or display offensive, obscene or indecent material (for example pornography; material that is discriminatory on the grounds of sex, race disability or religion; material likely to incite hatred, terrorism or violence), defamatory materials or materials likely to cause harassment, alarm or distress.
- i. Users should adhere to the rules and regulations surrounding the use of social networking sites (for example not posting material in such a way as to bully or harass, to bring the University into disrepute - see also the [Statement from the Registrar](#) on this issue).
- j. Users must not use any 3rd party materials (including images, databases, text, sounds, logos, trade marks) on any documents (including emails and web pages) either in breach of the person's intellectual property rights and/or without consent of the owner.
- k. Users must not send unsolicited bulk emails (spam).
- l. All computing use must comply with the relevant legislation, in particular with the [Data Protection Act \(1 998\)](#), the [Human Rights Act \(1998\)](#), the [Copyright, Designs and Patents Act \(1988\)](#), the [Computer Misuse Act \(1990\)](#), the [Privacy and Electronic Communications \(EC Directive\) Regulations \(2003\)](#), the [Freedom of Information Act \(2000\)](#), the [Copyright Act 1 987\(Act 322\)](#), the [Computer Crimes Act 1997 \(Act 563\)](#), and all other relevant legislation, both in Malaysia and UK.
- m. Users must comply with the [borrower agreement for the loan of University laptops](#).
- n. Projects sponsored by outside bodies should not make use of University IT facilities without prior consent of the Head of Information Services (or nominee).

**3. Users of the University computing facilities who are found to be in breach** of the above rules are liable to disciplinary action under the relevant provisions for staff and students. Disciplinary action may take the form of, but is not limited to, withdrawal of access to computing facilities, the giving of an oral warning or written warning, the imposition of a fine, or the suspension or expulsion of the relevant staff or student.

---