



MACAO POLYTECHNIC INSTITUTE LIBRARY TABLET COMPUTERS LOAN REGULATIONS

1. PURPOSE

In order to help MPI full-time academic staff, administrative staff and currently enrolled students of degree programs to gain familiarity with new information technology to fully explore MPI Library electronic resources and the Internet, MPI Library is pleased to provide the tablet computers loan service for in-house use only.

2. ELIGIBILITY

The tablet computers may be checked out only to Macao Polytechnic Institute full-time faculty, full-time staff and enrolled students of degree programs.

3. APPLY METHOD

- 3.1 MPI full-time faculty, full-time staff and students of degree programs may present the current staff card/student card at the Library Circulation Counter to borrow the tablet computer for **use inside the Library** on a first come, first served basis.
- 3.2 One staff/student is allowed to borrow **ONE** tablet computer.
- 3.3 The tablet computer must be returned to Library Circulation Counter within the opening hours of the loan day.
- 3.4 The library will check the tablet computer to ensure its proper working conditions at the check-in and check-out. The borrower should check the tablet computer and inform the library staff at the Circulation Counter of any defects found before check-out. The borrower will be held responsible for any defects after check-out and leaving the Circulation Counter (for details, see Rules of Use).
- 3.5 Borrowers must complete a Tablet Computer Check-Out Form accepting the liability statement by signing the form.

4. RULES OF USE

- 4.1 The tablet computer can only be used by the borrower and is non-transferrable to others.
- 4.2 The tablet computer may **NOT leave the Library**. The device will set off the library security alarms if taken out of the Library.
- 4.3 Use your NetID and NetPassword to access the wireless network at MPI.
- 4.4 Do not download, install or save any files or software onto the tablet computers. Such files or software in the tablet computers will be deleted from time to time. The Library is not responsible for any unauthorized download, installation or saved files or software.
- 4.5 Users are advised to log off all online user accounts and close the browsers before returning the tablet computer to protect the personal data.
- 4.6 Users are not allowed to remove any software or files on the tablet computers.
- 4.7 Browsing of pornographic, violent, gambling, gaming websites or chatting is strictly prohibited.
- 4.8 The user is responsible for any loss or damage to the device, and for the costs of repairment or replacement if such situations are caused by the user. The Library will not accept replacement tablet computers or accessories purchased by the user. At the same time, all library privileges for that user will be suspended until all the costs of repairment or replacement are settled.
- 4.9 Violators are subject to a thirty days suspension of the tablet computer borrowing privileges. The case may also be referred to the Management Board for further action depending on the seriousness of the case.