



CHAPTER 2: STUDENTS

Library Textbook and Electronic Device Lending

Policy 2HTC.2

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Policy

Adoption:	12/19/12
Revised:	12/21/21
Last Reviewed:	5/04/22 (SGC)
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Next Review Date:	5/06/22
Authority:	Hennepin Technical College
Custodian of Policy:	Vice President of Student Affairs

Section 1: POLICY STATEMENT

HTC offers textbooks, laptops, Wi-Fi hotspots, and other electronic devices on a first-come, first-served basis. Some items are reserved for students only, and others are also available to faculty and staff for on-campus use. Electronic devices may not be checked out overnight to faculty or staff.

The information below applies in addition to more general library checkout policies.

General Policies

- Any borrower must be a currently enrolled student or active faculty/staff member of Hennepin Technical College.
- Each borrower must provide a valid photo ID when checking out an electronic device.
- The first time a borrower checks out a textbook or electronic device, they must view this policy and sign a Checkout Agreement.
 - A copy of the Agreement will be kept on file in the library and a note will be made in the Borrower's library record that the Agreement has been signed.
 - The text of the Agreement is included in Procedure 2HTC2.1.
- The borrower should protect library items from food and drink whether the item is in use or not. Similarly, they should not smoke when using or near library items, as the lingering smell affects all who check out the item later.
- The borrower is responsible for the cost of any repairs due to damage (at current market prices) while the item is checked out.
- The borrower is responsible for replacement cost in the event of loss or theft. Late fees will accrue when an item is overdue, up to the full replacement cost of the item. Any such fees will be removed when the overdue item is returned in good condition, as described in the Checkout Agreement.
- Non-return of library items may result in limits placed on a borrower's library privileges. Non-return of an electronic device or textbook may result in the replacement cost being applied to a student's HTC account and/or institutional holds on grades or registration.

Section 2: ITEM SPECIFICATIONS

Textbooks and Course Reserve Items

- Textbooks and Course Research Items are checked out for 4 hours at a time and should be used only on campus, in order to maintain access for all students in a course.
- Library staff will inform the borrower of the time that the item is due.



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- Textbooks should be returned directly to library staff at the circulation desk during the library's normal business hours. If the textbook's 4-hour checkout period extends beyond the library's business hours, textbooks should be returned via the "Book Return" box outside the library.

Laptops and Other Electronic Devices

General Information

- Laptops and other electronic devices are available to check out beginning on the first day of the semester, and the loan period extends to the end of the semester. The devices MUST be returned at the end of the semester for updates and maintenance.
- Library staff will inform the borrower of the due date at the time of check-out, and notifications will be sent in advance of the date as a reminder.
- Given that the laptops carry software that automatically removes all installed/saved files at each power shutdown/restart, it is recommended that students store files either on a USB or on One Drive rather than on the laptops' hard drives. The library is not responsible for the borrower's downloaded programs/files on electronic devices or for loss/damage to user files during the loan period.
- To prevent theft, do not leave electronic devices unattended or visible in unoccupied vehicles, whether locked or unlocked. Instead, place them out of sight or secure them in the locked trunk of the vehicle.

Returning Laptops and Electronic Devices to the Library

- Laptops and other electronic devices must be returned to and received by a library employee at the circulation desk during the library's normal business hours. Open hours for each campus library are posted at <https://www.hennepintech.edu/current-students/library/index.html> and will be updated as needed. If the student is unable to return the device during the library's normal hours of operation, they should contact the library to make alternate arrangements for returns at (763) 488-2929 (Brooklyn Park Campus) or (952) 995-1650 (Eden Prairie Campus).
- Late fees, damage, or loss may result from inappropriate returns.
- If a laptop or other electronic device is not returned on time, software may be used to locate and/or disable the device.
- Library staff will send reminders before the due date to support timely return of electronic devices.

Section 3: DEFINITION OF TERMS

Accessories – Items loaned with the laptop, including mice, power cords, carrying cases, external drives, etc. Currently, only power adaptors are loaned with laptops.



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Hold – If a student is assessed the cost of an item due to damage, loss, or theft, a hold may be placed on their student account until they pay the amount assessed. A hold may prevent students from registration or viewing grades.

Textbook and Electronic Device Checkout Agreement – Form read and signed by any borrower wishing to check out a textbook or electronic device from HTC libraries.

Electronic Device – Laptop computer, wifi hotspot, or other device loaned to students via HTC libraries.

Student – Current, active HTC students.