Are you in need of a laptop for a day or two? Is your laptop being repaired by Apple? Teti Library can help!

Library Academic Resource Center
Laptop and Assistive Technology Policy

**Laptops / Students:**
A student may check out a laptop with their NHIA ID for a 24-hour period on their Teti Library account. If a laptop is needed for additional time, it can be renewed twice.

In the event the student’s own laptop is in repair and a laptop is needed for an extended period, the student must supply their Apple work-order receipt which will indicate the length of time during which a laptop can be borrowed. The check-out period will be adjusted accordingly.

**Laptops / Faculty:**
Faculty may borrow laptops for a 24-hour period on their Teti Library account. Renewals are not permitted; the laptops are meant for student or single class use.

Faculty access to laptops is generally on a first come, first served basis, however, reservations made in advance are encouraged. To arrange a reservation, please contact the Library Manager library@nhia.edu at least one week in advance and indicate if you would like the library include a projector adapter in your reservation.

**Laptop Returns:**
If a laptop is not returned by the due date issued by the Teti Library upon check-out, the student/faculty member will receive an overdue notice and will be billed for its replacement ($2,500).

Any user of a library-owned laptop is responsible for the safety of the machine; any loss or damage to the machine, physical or otherwise, is the responsibility of the borrower.

**Assistive/Accessible Technology:**
The Teti Library offers assistive technology to those students who require accommodations. Students must supply their letter of accommodation to the Teti Library along with their NHIA ID in order check out these items. (Contact the Academic Support Center at DS@nhia.edu to request accommodations.)