

## Laptop Booking Instructions for Students:

1) Visit: <https://cbu-ca.libcal.com/reserve/rentals>

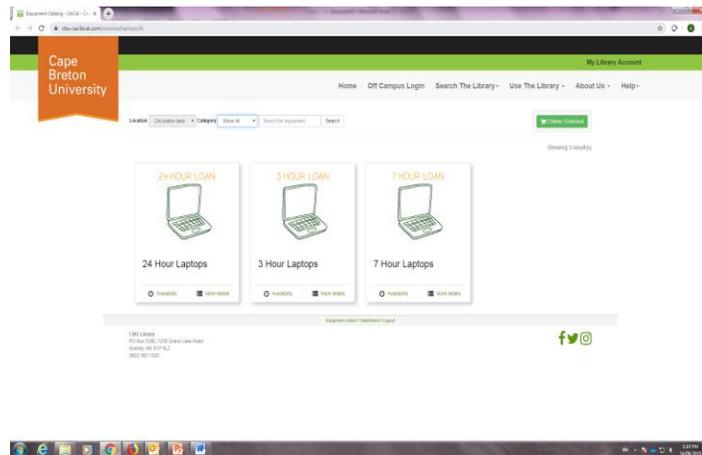
**Laptops must be booked online in advance. Bookings cannot be made at the Circulation Desk.**

2) Pick the amount of time that you want to borrow a laptop for 3, 7 or 24 hours.

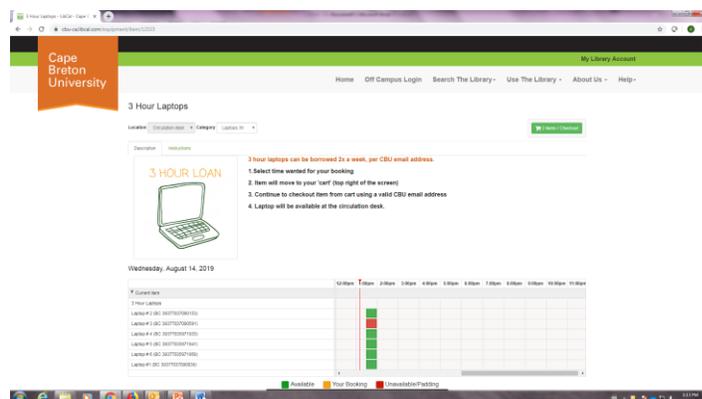
**3 hour laptops can be borrowed 2x a week, per CBU email address.**

**7 hour laptops can be borrowed 1x a week, per CBU email address.**

**24 hour laptops can be borrowed 1x a week, per CBU email address.**



3) Select a date and time for your booking.



4) Click the “add to cart & check out” button.

5) This will open the “Terms and Conditions” page.

6) Click continue to agree to the “Terms and Conditions.”

7) Enter your name and CBU email address. Click submit your booking.

8) You will receive a confirmation email.

9) When it is time to pick up your booked laptop, bring your CBU ID Card to the Circulation Desk to confirm your booking and receive the laptop.

**Laptops not claimed within 15 minutes of bookings, will be cancelled.**

10) Our fines for overdue laptops have increased to **\$10.00** per hour to a maximum of **\$200.00**. If laptops have not been returned within 24 hours of the due date, the laptop will be declared lost. A **replacement fee of \$1500.00** will be applied to your account and your borrowing privileges will be suspended.

For information regarding Laptop Borrowing Policies visit:

<https://libguides.cbu.ca/c.php?g=703083>

For assistance, visit the Circulation Desk or call 902-563-1320.