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## **National Law University Meghalaya**

### **Library Digital Devices Lending Policy, 2025**

#### **1. Objective**

The National Law University Meghalaya (hereinafter referred to as "the University") recognizes the importance of facilitating access to digital devices for academic and research purposes. In furtherance of this objective, the University Library shall lend laptops and tablets to eligible users under the terms and conditions prescribed herein.

#### **2. Scope and Applicability**

This Policy shall apply to the lending of electronic devices viz, laptops and tablets, maintained in the custody of the University Library and shall extend to:

- I. Students enrolled in the University.
- II. All Staff (Non-faculty and faculty and any other personnel identified as university personnel)
- III. Guests of the University, upon obtaining signed written approval of the Competent Authority, namely the Vice-Chancellor or the Registrar (approvals communicated by email or other electronic means shall not be accepted).

#### **3. Administration of the Policy**

- I. The **Librarian-in-Charge** shall serve as the custodian of all devices, maintain an updated inventory register, and record all lending and returns.
- II. The **System Analysts** shall be responsible for:
  - a. Ensuring upkeep and maintenance of all devices, including renewal of software licenses, subscriptions, and operating system updates.
  - b. Conducting regular secure data wipes, using industry-standard tools (e.g., Apple Configurator/Disk Utility for macOS, Windows Reset/Intune protocols for Windows).
  - c. Maintaining a central repository of device images, drivers, authorized applications, and security configurations for standardized deployment.
  - d. Certifying devices as "ready-to-issue" prior to circulation.

#### **4. Lending Conditions**

- I. Devices shall be issued for a maximum duration of **three (3) days**.
- II. Subject to availability, a device may be reissued once for an additional period of **three (3) days**.
- III. Devices shall be issued and returned only through the library circulation desk during working hours.
- IV. Devices must be returned in person and verified by the Librarian-in-Charge.

## 5. Terms of Use

- I. Devices shall be used strictly for **academic, research, and scholarly purposes**.
- II. The following activities are expressly prohibited:
  - a. Personal or commercial use unrelated to academic work.
  - b. Unauthorized software installations, administrative modifications, or tampering with device security.
  - c. Engagement in illegal, malicious, or unethical activities, including but not limited to hacking, data theft, distribution of prohibited content, or violation of intellectual property rights.
- III. Borrowers shall exercise due care in handling devices and shall not transfer custody to any third party.
- IV. Users shall access the internet only through secure and legal networks, with preference to the University's official Wi-Fi.
- V. Borrowers are advised not to store personal or sensitive data, as devices will be reset upon return.

## 6. Penalties and Liabilities

- I. **Late Return:** A fine of **₹1000 per day** shall be levied for each day of delay.
- II. **Loss or Theft:** The borrower shall immediately report the matter to the library and bear the full replacement cost of the device.
- III. **Damage:** Costs of repair or replacement shall be borne in full by the borrower.
- IV. **Violation of Policy:** Misuse or breach of this Policy shall result in:
  - a. Suspension or termination of borrowing privileges.
  - b. Disciplinary action under the relevant University rules.
  - c. Recovery of damages, if applicable.

## 7. Disclaimer

- I. The University shall not be responsible for the loss of any personal data stored on borrowed devices.
- II. The borrower shall be solely liable for any consequences arising from the misuse of the device during the lending period.
- III. No excuse or justification shall be entertained in respect of such misuse or data loss, and no person or authority, whether within or outside the University, has the power to grant exemption or immunity from the consequences thereof.

## 8. Borrower's Undertaking

Every borrower shall execute the prescribed **Device Lending Form (Annexure I)** at the time of each issue, signifying acceptance of the terms and conditions herein. No device shall be issued without the duly signed form.



**Registrar**

**National Law University of Meghalaya**



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### **Annexure I**

**National Law University Meghalaya  
Library Digital Device Lending Undertaking Form**

#### **A. Borrower Details**

- Name of Borrower: \_\_\_\_\_
- Category (tick as applicable):
  - ☐ Student    ☐ Faculty    ☐ Admin Staff    ☐ Research Scholar
  - ☐ Post-Doctoral Fellow    ☐ Guest
- Roll Number / Employee Code / Reference No.: \_\_\_\_\_
- Contact No.: \_\_\_\_\_
- Email ID: \_\_\_\_\_
- Device: \_\_\_\_\_
- Serial No.: \_\_\_\_\_

#### **B. Declaration by Borrower**

I, the undersigned, acknowledge receipt of the above device and undertake as follows.

1. That the device shall be used strictly for academic, research, and scholarly purposes in accordance with the Library Digital Device Lending Policy of the University.
2. That I shall not engage in any illegal, malicious, commercial, or non-academic activities using the device.
3. That I shall exercise due care in handling the device and shall not transfer custody to any third party.
4. That I accept full responsibility for the safe custody and timely return of the device in good condition.
5. That I shall be liable in full for penalties, repair charges, or replacement costs in the event of late return, loss, theft, or damage.
6. That I understand all data on the device will be securely erased/reset by the University's System Analysts, and the University shall not be responsible for any personal data loss.
7. That this undertaking shall remain valid for the entire duration of my association with the University and shall remain in force and applicable each time I borrow any device from the University, as follows:
  - For students, shall remain in force throughout the period of the student's academic association with the University. Devices issued shall be returned within the regulated lending period prescribed by the Library. Any late or unauthorized retention of devices beyond the regulated period shall attract penalties as determined by the Library's Competent Authority or any other authority duly authorized in this regard. In the event of withdrawal from the programme, cancellation of admission, or cessation of association with the University for any reason, this undertaking shall cease to be valid, and all borrowed devices must be returned to the University immediately.

- For all staff (Non faculty and faculty and any other personnel identified as university personnel), until the date of retirement, superannuation, resignation, or termination of service.
- For guests, shall remain in force only for the duration authorized by the Library's Competent Authority, up to a maximum of five (5) days within the University premises. Devices may be reissued for an additional period not exceeding five (5) days, subject to obtaining signed written approval in physical form from of the Competent Authority, namely the Vice-Chancellor or the Registrar (approvals communicated by email or other electronic means shall not be accepted). Failure to return the device within the stipulated period, or failure to obtain reissue authorization, shall attract penalties as applicable.

***I further agree that no excuse or justification shall be entertained in the event of violation of any of the above conditions, and that no person or authority within or outside the University, has the power to grant exemption or immunity from the consequences of such violation.***

Signature of Borrower: \_\_\_\_\_

Date: \_\_\_\_\_