



## ST. AUGUSTINE CAMPUS LIBRARIES

### ELECTRONIC DEVICE LOANS ACADEMIC YEAR 2024-2025

All **electronic device** loan requests **must** be made via email to [deputy.principal@sta.uwi.edu](mailto:deputy.principal@sta.uwi.edu) stating the following **required** information:

- Name
- Valid UWI ID #
- Contact #
- Faculty
- Pick Up Point (Choose one)

The Alma Jordan Library – MiFis, Laptops, and Tablets

The Norman Girvan Library – Tablets only

The School of Education Library – Tablets only

The Medical Sciences Library – Laptops and Tablets

#### SERVICE DAYS & HOURS:

Monday – Friday | 9:00am – 4:00pm

#### LOANS PICK UP & RETURN POINT:

**AT LIBRARY SPECIFIED IN REQUEST**

#### NOTE:

- Electronic devices may only be collected upon notification from the Library
- If you have any queries or encounter any issues with the device, an email **must** be sent to the Library

#### SEE EMAIL CONTACT BELOW:

**The Alma Jordan Library**  
[CAS@sta.uwi.edu](mailto:CAS@sta.uwi.edu)

**The Norman Girvan Library**  
[iir.library@sta.uwi.edu](mailto:iir.library@sta.uwi.edu)

**The School of Education Library**  
[soe.library@sta.uwi.edu](mailto:soe.library@sta.uwi.edu)

**The Medical Sciences Library**  
[Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu](mailto:Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu)



#### ELECTRONIC DEVICE LOAN GUIDELINES:

- Only students who are **registered and financially cleared** at the start of the Semester will be eligible to borrow a device
- Only students who **do not have internet access** will be eligible to borrow a **MiFi device**
- **Devices will be available for semester – long loans**
- Students who have requested an electronic device **will** be required to sign a UWI Loan Agreement
- Electronic devices **must** be returned with all the peripheral parts, including the original box
- Overdue electronic devices will incur a fine of **\$20.00 per day**
- A **replacement cost** will be applied to lost and damaged electronic devices, including all peripheral parts