



UWI

ST. AUGUSTINE CAMPUS
TRINIDAD & TOBAGO, WEST INDIES



AJL ELECTRONIC DEVICE LOANS

ACADEMIC YEAR 2022-2023 | SEMESTER I SERVICE

The AJL Semester I: **September 5 – December 22, 2022.**
For the Semester I, all **electronic device** loan requests **must** be made via email to deputy.principal@sta.uwi.edu stating the following **required** information:

- Name
- Valid UWI ID #
- Contact #
- Faculty
- Status: Staff or Student

All electronic device loan renewals and any other issues **must** be made via email to CAS@sta.uwi.edu

SEMESTER I SERVICE DAYS & HOURS:
MONDAY – FRIDAY | 9:00 AM – 4:00 PM

LOANS PICK UP & RETURN POINT:
The Circulation & Access Services (CAS) Division
(AJL Foyer – Ground Floor) Main Campus

NOTE: LIBRARY LOAN MATERIALS & ELECTRONIC DEVICES MAY ONLY BE COLLECTED UPON NOTIFICATION FROM THE LIBRARY



Electronic Device Loan Guidelines:

- Only students who are **registered and financially cleared for the summer semester** will be eligible to borrow a device
- Only students who **do not have internet access** will be eligible to borrow a **MiFi device**
- Device loans will be for **twenty-eight (28) days** initially, with the option to request a renewal thereafter via an email to CAS@sta.uwi.edu
- 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



- Valid UWI ID Required
- All COVID-19 Health & Safety Protocols Observed

For questions, please contact CAS via:

✉ CAS@sta.uwi.edu

🌐 <https://libraries.sta.uwi.edu/ajl/>

📍 [The Alma Jordan Library at the UWI St. Augustine](#)