## I've got a loan laptop - how do I maintain it?

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You're responsible for ensuring all essential <u>Windows Security and Microsoft Defender</u>
<u>Antivirus updates</u> are promptly downloaded and installed. Otherwise, just fully shut down your device regularly, don't let anyone else use it, and take good care of it physically.

If you do have significant problems, return the device immediately to the Library.

Depending on the problem, you may be charged for any repairs. Ensure your files are backed up elsewhere before returning the device as we may need to reformat it to repair it.

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