

Policy for Laptop Loans to Library Faculty and Staff

Loan Period

2 Weeks

Defined Borrowers

Only Faculty Librarians and Full Time Staff using the laptops for work related, short term projects may borrow the laptops.

Procedure

Laptops are borrowed from the Systems Office and must be signed out. Twenty four hours notice is generally required. If an emergency comes up the laptop will be recalled.

One renewal

All faculty and staff must have filled out the Off Campus equipment on Loan Form and have a signed copy on file with the Director's Office. A copy can be downloaded from this website or obtained from facilities.

Effective 2/2/06