

	Student Laptop Checkout Adopted December 2010 Revised July 2011 February 2012 August 2013	
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1.0 Objective and Responsibilities

Columbia Basin College (CBC) has invested a portion of its annual student technology fee budget to offer a laptop checkout program to students who are currently enrolled in classes. Eligible students providing a student ID with a current quarter sticker can check out a laptop from the CBC Library.

CBC has set aside laptops for students that need accommodations. Those are available only with written permission from the CBC Resource Center.

By checking out equipment from the CBC Library, students acknowledge understanding this Policy and applicable areas related to use of the equipment from the Acceptable Use of Information Technology Resources Policy, and the Student Rights & Responsibilities Code. Additionally, general terms and conditions of the check out and the use of laptops and all associated accessories such as power adapters and mice (herein referred to together as “equipment”) are below. Students will additionally need to read and sign the appropriate Laptop Loan Agreement agreeing to specific terms and conditions before being able to check out equipment.

2.0 Eligible Participants

- 2.1 Only students currently enrolled in CBC classes are eligible to check out equipment from the CBC Library and understand their applicability toward check out and use of a laptop.
- 2.2 Faculty/Staff are not permitted to check out equipment, unless also enrolled in CBC classes.
- 2.3 Equipment cannot be reserved for use by an entire class as it is meant for individual use only.
- 2.4 A student must present a valid CBC student ID with a current quarter sticker to check out equipment. Other forms of identification are not acceptable.
- 2.5 A student can only check out one laptop at a time and will not be allowed to check out a laptop when fines are owed for loss or damage.

3.0 Equipment & Software

There are laptops and netbooks available for check out. The laptops and netbooks have the operating system configured for general student use and will reset back to a default state after a reboot. Because of this, students should use external hard drives, USB pen drives, or online storage resources to save documents being worked on.

Standard software applications include: Internet Explorer/Firefox, Microsoft Office (Word, Excel, PowerPoint, etc.), Open Office, Adobe Reader, Deep Freeze and other useful applications such as QuickTime, Media player, etc. Reserved ADA laptops include magnification, screen reading, and other packages as needed to reasonably accommodate students.

While on campus, laptops will have access to the Internet via CBC’s wireless network.

4.0 Checkout Criteria

- 4.1 All general access equipment is due back to the Library, either seven days from the date it was checked out or, in the case of holidays and campus closure, the next day of operation, whichever comes sooner. The checked out laptop cannot be immediately checked out again at the time of return (but another can be checked out if available) and the loan period cannot be extended online.
- 4.2 All reserved equipment will be due back based on need and will be determined by the Resource Center and Library staff.
- 4.3 Equipment must be returned 15 minutes before the Library's closure on the due date. Library Hours of Operation are posted in the libraries and at <http://www.columbiabasin.edu/library>. Students are responsible for knowing the closing time of the library it was checked out from.
- 4.4 During periods of high use, students may be asked to wait 24 hours before borrowing another laptop, to allow other students the opportunity.
- 4.5 All equipment, regardless of due date, must be returned to the Library on or before the last day of finals for each quarter.
- 4.6 All equipment, regardless of due date, must be returned in the event the student withdraws from CBC.

5.0 Fines & Liabilities

- 5.1 Students are financially responsible for all equipment they check out.
- 5.2 Equipment is expected to be returned in good working order and on time. Laptops and all equipment not returned by the time the library closes on the due date will be assessed a fine. Fines must be paid prior to being allowed to check-out a laptop and equipment.
- 5.3 After seven days, the non-return of a laptop and equipment will be treated as a theft and will be turned over to the Pasco Police Department. In addition, the CBC Business Office will be notified immediately to issue a bill to the student borrower for the full replacement cost of the laptop and equipment, plus the processing fee and any late fees.
- 5.4 Returned equipment will be inspected to verify all equipment has been returned and that it is in working order. Students will be billed for repair charges if a laptop or equipment is returned damaged. Damages will be assessed based on the actual damage, which can, depending on the level of damage, be the full cost of the laptop and equipment.
- 5.5 Students are expected to report any problems with the equipment immediately to the circulation staff, so the reported problems can be assessed and/or corrected prior to check out by another student. Students are also encouraged to ensure the equipment is working before leaving the Library.
- 5.6 CBC reserves the right to disallow a student from checking out any of the equipment based on the specific student's checkout history (including, but not limited to, returning damaged equipment, not returning equipment, or returning equipment late).

6.0 Privacy

CBC will not remotely monitor the use of the laptops while off-campus, including webcams, screen shots, audio and video. Additionally, CBC will not install any software associated with the laptops that will enable the use of Internet cameras, to observe, spy or otherwise invade the privacy of the user.