

## **Computing and Information Services- Fred Miller, Chief Information Officer**

**Effective Date(s):** 3/29/06

**Title:** Help Desk Laptop Checkout Policy

**Applicable:** Furman University (Students, Faculty and Staff)

**Contacts:** Help Desk ext. 3277

**Background:** With the introduction of the Help Desk Laptop Checkout program in fall of 2004, it has become necessary to create a policy stating who is allowed to check out laptops and what the appropriate use of the laptops will be.

**Policy:** All current Furman faculty, staff and students with a current Furman ID may check out a laptop from the Help Desk. Individuals not affiliated with Furman, as well as Furman dependents, will not be allowed to check out laptops.

### **Guidelines:**

- 1) All current Furman faculty, staff and students with a current Furman ID may check out a laptop from the Help Desk.
- 2) Non-Furman individuals as well as Furman dependents will not be allowed to check out laptops.
- 3) All individuals that qualify for laptop checkout must be able to display and leave a valid Furman ID with Help Desk staff.
- 4) Laptops may be checked out in two hour increments.
- 5) Computing and Information Services will report users to Public Safety if the laptop is not returned within six hours of its removal from the Help Desk. The user's electronic accounts will also be temporarily disabled until the laptop is returned.
- 6) Laptops may not be removed from the Library. If it is determined that equipment has left the library, Public Safety will be notified, and the user's electronic accounts will also be disabled until the laptop is returned. Any such person will not be allowed to checkout a laptop from the Help Desk in the future.
- 7) Specific information and instructions about each machine will be given at the time the machine is checked out.
- 8) Laptops will have access to a printer in the multimedia commons area, located in the lower level of the library.
- 9) All laptops will have current versions of the office productivity suite as well as multimedia and Web content development software installed.
- 10) Users may not copy software from the checked out laptop to any other machine.
- 11) All special requests must meet the approval of the Chief Information Officer.

- 12) Users checking out laptops may not install software on the laptops. Any supported software needed on a laptop should be requested at least one week in advance.
- 13) Any physical damage will be the responsibility of the borrower. The borrower is responsible for making sure that the laptop is in working order when it is checked out. If it is determined that physical damage has occurred and not been reported, appropriate action will be initiated based on the user's status with the University.