Earl Center for Learning & Innovation

Laptop/Tablet Loan Policies and Agreement

In order to borrow a laptop or tablet at the Earl Center for Learning & Innovation you must:

- Be a current Wheelock College Faculty, Student, or Staff in good standing.
- Have a current Wheelock College ID to be held at the Service Desk while you are using the equipment in the Center.
- Read, understand and sign this Laptop/Tablet Loan Policies and Agreement

Laptop/Tablet Loan Information

- Laptop/tablets are available for use only within the Earl Center; they may not be removed from the Center at any time unless approved by Assistant Director, Earl Center.
- Laptop/tablets are available on a first come, first served basis; they may not be reserved for a specific time.
- A patron may borrow only one laptop/tablet at a time.
- Prior to the loan, a staff person will verify that all pieces included on the checklist are present.
- Laptop/tablets are available for a two-hour loan.
- Laptop/tablets may be renewed for one additional hour if no one else is waiting; laptop/tablets must be brought to Service Desk in order to renew it.
- Laptop/tablets must be returned to the Service desk when due and checked in with a staff member who will verify that the computer is in working order and that all pieces on the checklist are present before the borrower leaves the desk. You must allow at least 15 minutes for this.
- Laptop/tablets may be borrowed up to 1 hour before closing, but must be returned 30 minutes before the Center closes.
- Each laptop/tablet is loaded with Wheelock’s standard suite of programs.
- Users are not permitted to add, delete, or change any programs, applications, or files residing on the laptop/tablet.
- Do not save data on the laptop/tablet; it will be lost when the computer is shut down. Email files to yourself or save to a flash drive.
- Users are required to adhere to the Wheelock College Network Policies http://www.wheelock.edu/academics/information-technology/policies/network-policy.
Borrowers are responsible for the device. If a laptop/tablet is lost or stolen, the borrower is responsible for the replacement cost of $1000 for a laptop or $500 for a tablet. If a laptop/tablet is damaged during use, the borrower is responsible for the cost of repairs or the replacement cost.

Laptop/Tablet Borrowing Agreement

I have read and I understand the Wheelock College, Earl Center for Learning & Innovation Laptop/Tablet Loan Policies and Agreement. I agree:

- To abide by the policies as stated and referenced above.
- To pay full repair and/or replacement costs in the case of damage, theft, or loss.

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name:_________________________________________________________

Signature:___________________________________________________________

OUT Date:_________________________  Time:___________________________

RETURNED Date:____________________  Time:___________________________

STAFF:

Barcode   ________________________________

Checklist verified OUT_____________  IN_____________

1 MacBook Air _____________  _____________

1 Power Cord _____________  _____________

OR

1 Tablet _____________  _____________

1 Power Cord _____________  _____________