

## **Laptop Pilot Program Checkout Policy**

The purpose of this policy is to outline the parameters of a pilot program of laptop check-out for faculty and students at the Riverpoint Campus Library.

The library currently owns a laptop cart with 24 laptops which are used exclusively for instruction sessions performed by librarians at the Riverpoint campus.

Twelve of these laptops will be made available for check-out when not scheduled for use in librarian-conducted instruction sessions. Six laptops will be designated for faculty check-out and six for student check-out. It has been further proposed that the laptops for faculty will be limited to classroom use (i.e. not for routine use in the library or elsewhere).

### **Definitions:**

- “Students” are defined as EWU or WSU students currently enrolled in courses at the Riverpoint Campus.
- “Faculty” are defined as those employees of EWU or WSU who currently teach EWU or WSU courses at the Riverpoint Campus.
- “Librarians” are defined those employees of EWU or WSU who currently provide library-based instruction sessions for EWU or WSU Students and/or Faculty at the Riverpoint Campus.

### **Assumptions:**

- Use of the laptops by Librarians for library instruction sessions takes priority over other uses.
- Each of the twelve pilot program laptops is barcoded for check-out in both the EWU and WSU library circulation systems.
- Faculty may check out laptops for use in classroom presentations on the Riverpoint campus as part of the EWU or WSU curriculum.
- Students may check out laptops for course-related research or communication, not restricted to classroom use.
- Laptops check out for a period of four hours or until one hour prior to closing, whichever comes first
- Laptops must be returned in person to the Riverpoint Campus Library; they cannot be left in the book drop and they may not be returned to another library in the WSU or EWU system.
- Staff at the Riverpoint Campus Library will provide basic usage instruction to Students and Faculty for use of equipment. Staff will not set up and/or operate equipment for Students or Faculty.

**Requirements:**

- Current EWU or WSU ID is required, with active status in the EWU or WSU library circulation system.
- In the case of obscured, damaged or missing pictures on the EWU or WSU ID, an additional picture ID will be requested. This additional ID will not serve as a substitute for the EWU or WSU ID for check-out purposes.
- A check-out agreement will be provided and signature by the patron will confirm their knowledge and acceptance of policies and patron obligations.

**Policy Points:**

- Current EWU or WSU Students and Faculty may use equipment on a first come, first served basis. (Reservations will not be available during the initial phase of the pilot program.) Users are to be guided by the borrowing agreement they must sign, and the Acceptable Use policy for electronic equipment and media.
- Students and Faculty are subject to overdue fines, replacement costs, and other sanctions as outlined in the Library Circulation policy, as well as the laws and administrative code of Washington State governing use of state property.
- The Riverpoint Campus Library operates the laptop check-out service in accordance with Library policies and procedures.
- Staff at the Riverpoint Campus Library will interpret policy and precedents on a case-by-case basis.
- The Director of the Riverpoint Campus Library is responsible for resolving any disputes regarding interpretation of the policy.

**Sanctions and Charges on Overdue Equipment:**

- All borrowing transactions are subject to the Riverpoint Campus Library Circulation Policy as well as the EWU Libraries and Circulation and Fines Policy and/or the WSU Borrowing Policy.
- Fines and sanctions are not intended as replacement funds, but rather as incentive for timely and safe return of a circulating laptop.
- Fines will be tiered, based upon length of time overdue. All fines shall be non-refundable.
- For the first two hours a laptop is overdue, the patron will be charged \$10 / hour. Overdue fines will not be charged for cords and peripherals, but replacement costs will be charged if cords or

peripherals have not been returned within 48 hours.

- After the first two hours, the charge will be \$5 / hour until the total length of time a laptop is overdue reaches 48 hours (maximum = \$250).
- At that time, the patron will be billed according to actual replacement cost of the laptop.
- If a laptop is returned in good condition after the point of replacement billing, the replacement cost will be subtracted from the patron's record. The maximum fine and processing fee will remain.

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