

## Information Technology – David Steinour, Vice Provost of IT

**Effective Date:** 4/19/01

**Title:** Loaner Laptop Policy

**Applicable with restrictions:** Faculty, Support Staff and Administrators

**Summary:** The portable computer loaner pool consists of a number of Windows and Macintosh portable computers that are made available by Information Technology for institutional purposes in situations where there is no other computer available. Loaner machines are not to be used as a substitute for purchasing your own home computer, and are not available for use by individuals who are provided with a College purchased portable machine for their office. **Please read the Details section to better understand this Policy and the restrictions that may apply.**

**Contacts:** Ray Miller ext. 6956 or email ITT (itt@gettysburg.edu)

### Details:

#### Restrictions:

- An employee going on sabbatical having no access to a computer to do their work - loaners for sabbatical purposes must be included with the application submitted to the Office of the Provost for approval during the sabbatical process.
- An employee going to a conference where a portable is needed for a presentation or where no e-mail access is made available by the conference organizers.
- An employee who is ill and needs to do College work while at home.
- For faculty running a supported study abroad program.
- For faculty who teach in a classroom without computer access who need to occasionally use a computer in class or need one available for student presentations.
- Employees who need to give a presentation in a room on campus without a computer.

#### Scheduling:

To schedule one of the portables in the loaner pool, you must either contact Ray Miller or e-mail ITT with your needs. In your request, you must include the following information:

- Dates the laptop is needed, including date of return.
- Type of drive/media needed. Most laptops have only a CD drive and a floppy drive. We have a limited number with Zip drives.
- Need for modem or Ethernet capability.
- Advance notice is required if any standard college-supported software needs to be installed.

We can not always guarantee a portable with the requirements you have will be available; therefore the earlier you get your request in to us the better chance you have of getting what you need. It is also imperative that you return the computer on the date you have specified since other users may be expecting to use that machine.