

Information Technology – Rodney Tosten, Vice President of IT
Effective Date: 7/09/09

Title: Loaner Laptop/Netbook Policy

Applicable with restrictions: Faculty, Support Staff and Administrators

Summary: The portable computer loaner pool consists of a number of high quality, full performance Windows laptop 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 a needed office computer, and are not available for use by individuals who are provided with a College purchased portable machine for their office.

The pool also contains several ultra portable netbook computers. Netbook computers are less powerful than laptop computers, but are lightweight and very handy.

Contact: IT Helpdesk Coordinator, extension 7000, or email IThelpdesk@gettysburg.edu

To be eligible to borrow a laptop or a netbook you must be one of the following:

For Laptop Loans:

- An employee going on sabbatical with no access to a laptop to do their required 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 laptop is needed for a presentation or where no email access is made available by the conference organizers.
- An employee who is ill and needs to do required College work while at home that requires a laptop.
- A faculty member running a supported study abroad program needing a laptop.
- A faculty member who teaches in a classroom without computer access who needs to occasionally use a laptop in class or need one available for student presentations.
- An employee who needs a laptop to give a presentation in a room on campus without a computer.
- A student who is a recipient of a Mellon Summer Scholars Program Grant (MSS) and whose research as documented in the grant application requires travel.

For Netbook Loans:

- An employee desiring ultra portability in computing with a need not exceeding seven calendar days.
- A student who is a recipient of a Mellon Summer Scholars Program Grant (MSS) and whose research as documented in the grant application requires travel and ultra portability.

Restrictions:

- All loans are subject to availability. We have a limited number.
- Loaner laptops are made available for short term, non-recurring use, only.
- Longer term laptop loans (approaching a semester) are considered on a case-by-case basis and are subject to sufficient loaner pool reserve capacity.
- All loans are for use by the employee only, who is responsible for its proper use and undamaged return (normal wear and tear excepted). Damage or loss caused by negligence will be billed to the borrower's department.
- Loaner netbooks must be returned to IT within seven calendar days. Netbook loans are NOT renewable in order to extend the due date.

Scheduling:

To schedule a computer loan, you must contact the IT Helpdesk with your needs. Please include the following information:

- Dates the equipment is needed, including date of return.
- Any special needs.
- Advance notice is required if any standard college-supported software needs to be installed.

We cannot guarantee a laptop with the requirements you have will be available; therefore the earlier you request the loaner, 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.

SPECIAL NOTE regarding Netbook computers: Due to their limited capabilities, netbooks are provided with the following software ONLY: Microsoft Word, Excel and PowerPoint; Internet Explorer and Antivirus Software.