

## **CETL Laptop loan Procedure**

1. Ask person to identify themselves (i.e. give their name and position plus ID) as faculty or staff.
2. Ask if they have any special needs or accessories that they will require for the laptop to be loaned.
3. Present them with the check out form or laptop request form to be filled out immediately.
4. The maximum loan out time is 3 weeks (please add 3 weeks to current date)
5. Make sure that the laptop to be given out is tested on the spot and is properly functioning.
6. Give the requester the laptop in a bag and write: "loaned" in the availability column of the laptop information spreadsheet sheet for the given laptop.

NOTE: The whole process should take 10-15 min.



Center for Excellence In Teaching and Learning

### Laptop Borrower Agreement

Please bring completed application to room 347 in the CLT building. At that time you will be able to sign out a laptop that has been reserved.

Name: \_\_\_\_\_ Date: \_\_\_\_\_
Location: \_\_\_\_\_ Phone: \_\_\_\_\_
Dept: \_\_\_\_\_ Chair: \_\_\_\_\_
Course: \_\_\_\_\_ Day/Hours: \_\_\_\_\_

#### Purpose

Agreement: By signing this agreement I fully understand and will abide by all statements therein. Failure to comply with this agreement will result in forfeiture of CETL laptop privileges. Should the laptop need servicing while in your possession, please take it to the O.I.T Help Desk for service, and contact CETL, ext 3275. Do not wait until your due date to send it to the help desk for repairs.

I understand that I will assume full responsibility for any damages to the laptop while it is in my possession. If I fail to return the laptop to CETL in good repair by the due date, I understand that my department will be billed for the repair(s), or a replacement.

I AGREE TO RETURN THIS LAPTOP TO CETL, CLT 347 BY \_\_\_\_\_, 200\_\_

Signature

Serial Number: \_\_\_\_\_

Received by: \_\_\_\_\_

Condition of Laptop: \_\_\_\_\_ good \_\_\_\_\_ needs service \_\_\_\_\_ damaged



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### Laptop Request Information

#### Sign Out Sheet

Name of requestor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

SSN: \_\_\_\_\_

Home /Office address': \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email address: \_\_\_\_\_

Serial #: \_\_\_\_\_

BSU tag: \_\_\_\_\_

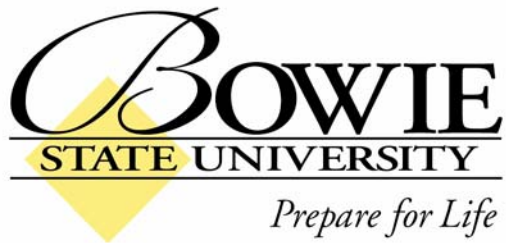
Length of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

Condition of Laptop: \_\_\_\_\_ excellent \_\_\_\_\_ good \_\_\_\_\_ poor \_\_\_\_\_

Return date: \_\_\_\_\_

Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_



## Laptop Tracking Sheet

Today's Date :	Print Name:	
Home/Office Address:		
Daytime Phone:	Evening:	Cell:
Serial:	BSU Tag:	
Length of Use From:	To:	
Condition of Laptop: Excellent:	Good:	Poor:
<u>Purpose:</u>		
Signature:		
<b>***This section to be filled in by CETL personnel***</b>		
Returned:		
Condition: Excellent:	Good:	Poor:
<u>Comments:</u>		
CETL Signature:		