Mobile Lab Policies

- Laptops are reserved through the Outlook Calendar "MobileLab"

- Laptop reservations should be made to include an hour following the class end time. This allows time for students to return the laptops and for the battery to be charged before the next class

- Laptops may only be reserved for use during regular Library hours

- Laptops are for specific class use only, no exceptions

- Student ID required for check out every time, no exceptions
  Driver's license acceptable if ID card is temporarily missing

- One computer per person, may not check out computers for others

- Laptop must be returned promptly after class

- Laptop must be placed in staffed hands, not placed in a book return receptacle

- If a laptop is not working properly, inform staff member upon return

- Fines for late laptops are $10 an hour

- Costs for lost or damaged laptops is up to $500

- If the laptop is going to leave the library, it should be sent out in a neoprene sleeve