



Laptop Sign-out Authorization

In order to maximize faculty and student use of the laptops, yet to minimize loss or damage to the equipment, the School of Library and Information Science has developed the following policies and procedures.

1. Only registered students and faculty in the CUA School of Library Science may use the laptops.
2. This form must be signed by the computer lab staff and the person borrowing the equipment.
3. Lab assistants will sign out equipment for a specific time period, usually not to exceed 2-3 hours, with a properly signed authorization form, and after a brief instructional session on the operation of the equipment.
4. Everyone is expected to provide their own CD-RW. The primary place of use will be in Marist Hall. Internet connections are available in Room 237.
5. Everyone is expected to return the equipment to the lab within the specified time period in proper working order. Lost or stolen equipment will be the responsibility of the borrower to replace.

I _____ agree to the above conditions for using the

SLIS laptop ID no. _____

_____ has my permission to use the SLIS
(name)

Authorized signature

Date

Laptop no. _____ **Power Cord No.** _____ **External floppy & Cable** _____

Date Out: _____ Time Out: _____

Lab staff signature

Date In _____ Time In: _____

Lab staff signature