

## 2018-19 Laptop Checkout and Book Return Policies

Apple laptops are available for checkout to student-athletes, managers, and athletic trainers who need to borrow a computer in order to keep up with academic requirements. Laptops will come with a laptop carrying bag and a charger.

### Laptop Checkout Policy

1. Laptops are available for short-term checkout only (i.e., weekend checkout, team travel, and for specific projects for which you are unable to use the Volpe Library or other Tech computer lab assets).
2. **The maximum checkout period will be three (3) days, including two (2) nights. Weekends count. Renewals will be authorized only after 24 hours have passed. This policy is intended to permit equitable Laptop use among a large student-athlete population.**
3. For each day that a Laptop return is delayed, privileges will be suspended for 3 additional days.
4. All Laptops must be returned by 12 noon on Thursday (unless otherwise authorized), so that they are available for weekend team travel.
5. Checkout priority will be given to student-athletes traveling to official competitions. A minimum of two (2) Laptops will be maintained in the Athletic Academic office for daytime study hall use.
6. Reservations may be made if no Laptops are available. Once contacted for an available Laptop, you have 6 hours to check-out the reserved Laptop before it is released.
7. Students are liable for loss or damage to Laptop. An operational check (successful login) is required at checkout and check-in of computers.
8. Students who do not comply with this policy will have their checkout privileges suspended.
9. Exceptions to this policy must be approved by Ms. Leveda

### MacBook Checkout Schedule

Check out Day/ Time	Check in Day/ Time
Monday/ Anytime	Wednesday/ Anytime
Tuesday/ Anytime	Thursday/ By 12 noon
Wednesday/ Anytime	Thursday/ By 12 noon
Thursday/ After 12 noon <small>(Note: Laptop's will only be issued on Thursday morning to traveling student-athletes.)</small>	Monday/ Anytime
Friday/ Anytime	Monday/ Anytime

### 2018-2019 Book Policy

Books are due back in good condition (i.e., a condition such that the books can be reissued, as determined by the Assistant Director of Athletics for Academics) by the end of Finals Week of the semester in which they were issued to you. If any books are not returned by the end of Finals Week or are not returned in good condition, your head coach will be informed *within the next week*. If the head coach's efforts to have you return or replace the books *no later than one week (7 days) prior to the first day of classes of the next semester*, your student account will be debited the replacement value of the books.