T.A. MARRYSHOW
COMMUNITY COLLEGE

T. A. Marryshow Community College
Library Laptop Policy

Scope of the Policy
This policy pertains to the laptops provided for students' use.

Policy Review
Every year on the policy operational date or next business day for the duration of the project, or sooner as necessary.

Purpose of Policy
To regulate the use of the laptops in an effort to maximize their longevity and functionality, thereby ensuring that the objectives of the project are attained.

Date Approved
December 12, 2024.

Student Use Policies

1. Students have a responsibility to become familiar with the Library Laptop Policy which will be posted on management approved locations. In addition, a copy of the Library Laptop Policy Form will be completed by users in the first instance of use.

2. Students must present their TAMCC ID with a valid library barcode attached to it.

3. Staff will scan students' IDs to verify standing with the library; staff will then proceed to fill out the following information for record purposes: Full Name; ID#; Date; Time; Computer #; Purpose of use.

4. Students must not have any fines and/ or outstanding books for the library.

5. Allotted time will be two (2) hours. If the need arises, students can request additional time. Requests will not be automatically granted and can be approved or denied by the library staff. Reasons for non-approval are outlined below:

a. High demand for laptops

b. Closure of the library

c. Technical limitations

6. Students will only use laptops within the libraries and with regard to the Tanteen Campus, only on the upper floor of the library. If the student has a physical disability prohibiting him or her from accessing the upper floor of the library, then the student will be allowed to use the laptop on the ground floor.

7. If there is any malfunction with a laptop, the students will report to staff on duty who will send an email to the IT Help Desk.

8. Laptops should not be left unattended by students. If students need to step out for a short while, laptops should be returned to the Library Reserve Desk and a hold requested.

9. All laptops should be returned by students thirty (30) minutes before the daily closing time.

10. Students are not permitted to make any changes to the system setup of the laptops.

11. Students cannot allow another student(s) use of their assigned laptops during the two (2) hours allotted for use.

12. Once a student is assigned a laptop the student will be solely responsible for the laptop during the time allotted.

13. Students are responsible for saving all of their data on a removable device or on cloud storage. The library will not be responsible for any data loss.

14. The laptops are to be used for online classes, research and other school-related work only.

15. The costs to repair damage to the hardware or software and general functioning of the laptops, or loss/theft will be the responsibility of the student to whom the laptop was assigned when the damage or loss/theft occurred.

16. A laptop that is not returned will be considered stolen.

17. All charges for damaged laptop must be paid in full prior to being issued with another laptop. Failure to pay charges in full will result in withholding of certificate until compensation for damaged laptop is settled at the Bursar's Office.

General Information for Students:

1. Persons using laptops are subject to this Library Laptop Policy and all other policies enforced by the College.

2. The library does not provide earphones and other peripheral devices for use with laptops.

3. This policy may be updated or changed at any time.

Charging Guidelines:

The proper management of the charging of the carts will protect the batteries from being damaged.

1. Employees managing the cart should as much as possible avoid leaving the computers to charge overnight. This will cause battery burning and will rapidly decrease the life of the battery.

2. The laptops should be charged when the battery reaches 30%.

3. The laptops can be configured to show the time remaining when in use and the amount of time it will take to be fully charged.

4. Students shall not charge laptops. Any laptops needing charge shall be returned to the Library Reserve Desk.

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Library Laptop Policy Form

As indicated above, students will be required to complete the Library Laptop Policy Form initially to indicate their agreement to the terms and conditions outlined in the policy. This form can be accessed by scanning the QR code below which will be posted on flyers on the College's noticeboards.