Faculty Laptop Loan Program Description

This pilot program, designed for Faculty who are traveling on college business or have certain other off-campus research and computing needs, is a joint effort by the Library’s Office of Academic Information Technologies (AIT) and the Office of Information Technology Services (ITS). The program is administrated by AIT’s Faculty Training and Development Lab (FTDL).

Types of Programs & Eligibility

- **Short Term** - up to 1 week
  - Full-time Faculty
  - Adjunct Faculty

- **Long term** - up to the end of the semester
  - Full-time Faculty only

Equipment

Both the short term and long term loaner pool contains both Windows and Mac laptops; we will do our best to provide the requested platform. In some cases we may be able to offer a laptop, but not one of requested type.

Laptop Policies

- Laptops are loaned out on a first-come, first-served basis to faculty. The laptop lending pool is limited; loans will be made as laptops are available. Availability is not guaranteed.
- At least five business days’ notice is needed for the FTDL to arrange and prepare a laptop for loan out.
- Laptop borrowers must present a valid Brooklyn College ID card when picking up the laptop.
- Laptops must be returned by the due date so that its contents can be erased and a new image installed in time for the next borrower. If it is returned late, it can adversely affect another person's reservation. Please be considerate of others' needs.
- Laptops are installed with a standard suite of College-supported software. A list of the software on the laptop is included in the laptop carrying case.
- Special software and other requests must be arranged at least one week in advance and indicated on the laptop request form.
- Borrowers will be required to read and sign the “Agreement of Use and Liability Form” accepting responsibility for late return of, as well as loss or damage to, the computer and all parts while the laptop is lent to him/her. We recommend that borrowers should verify that they have suitable, adequate household contents insurance to cover the loss or damage of the laptop, for which they are liable, while in their possession.
• The Borrower understands that failure to return the laptop within the allotted time will be considered misappropriation of Brooklyn College property and appropriate action will be taken.

• The Borrower has read and understands the CUNY Acceptable Computer Use policy and the Use and Liability Agreement as it pertains to the loan of a Brooklyn College laptop computer.

• The Borrower agrees not to perform any illegal activities with this laptop. (i.e., hacking, pirating, etc.) and will be held strictly responsible for any such illegal activities.

Procedures

• To request a laptop, the borrower must complete the Faculty Laptop request form available at the FDTL or by going to http://ait.brooklyn.cuny.edu/?view=loans

• The borrower will receive an email notification within a week from the FTDL about whether or not a laptop is available and if available, when it can be picked up. If the borrower has not received notification within a week, then he/she should contact FTDL, Facultylab@brooklyn.cuny.edu - Telephone: 718-951-4634

• Pick-up and return of laptops will take place in the FTDL, Library Room 382. Telephone: 718-951-4634

• At time of pickup the borrower must provide a currently validated Brooklyn College ID card, which will be scanned or copied; read and sign an “Agreement of Use and Liability Form”; and read and sign a “Laptop Loan Form”. If someone else is picking up the computer, then these must be provided in advance.

Data Security

The borrower is responsible for taking steps to protect sensitive information (especially student and staff employment information) from unauthorized access or modification. In general, this means storing the information on a computer that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption is strongly recommended for information stored electronically on all computers.

Loss or theft of the laptop must be reported to the FTDL, in writing, within 24 hours.

Training and Support

• Assistance is available at the FTDL. The staff can assist in basic laptop operations as well as laptop software and College tools, such as VPN. Please allow one week if basic hardware/software repair or software reconfiguration is needed.

• Borrowers who legally own other software they wish to install for temporary use on the laptop are responsible for installing it. The FTDL cannot give assistance with software that is not owned or
supported by the College. The borrower is also responsible for removing and backing up all personal software and data.

**Laptop return**

- Laptops must be returned by the end of loan date specified.
- At this point they will be reimaged to ensure that they have the latest version of the supplied software installed. *All personal data, documents and changes made during the loan period will be lost with no possibility of recovery. The College will not reimburse for the cost of lost software or data.*

**Renewals**

Request for renewals may be honored only if there are no pending reservations. In order to request a renewal, one should do the following:

1. Fill out the Faculty Laptop Loan Request form and check the box marked renewal

2. Bring the form to the FDTL or email the form to Facultylab@brooklyn.cuny.edu Phone requests cannot be accepted.

3 For semester loans, Faculty will be notified one week prior to the start of the new semester as to the status of their request. For a one week loan, faculty will be notified with 24 hrs.

If you have any questions or concerns about the faculty laptop loan program, please contact Howard Spivak x5342.