

Procedure 9.0306

Laptop Checkout Procedure

Employee Laptop Checkout Procedure

Computer Support Services will maintain an inventory of laptops that will be available for individual checkout on a first-come, first-serve basis. The intent is for college employees to have access to a laptop in the event that they have a business need outside of campus. Examples of this need would include items such as: attending a conference, sickness that required the employee to be away from campus, etc.

Computer Support Services will require the employee to sign a form indicating the nature of the trip and the number of days that the laptop is needed. By signing the form, the employee agrees to use the device for Beaufort County Community College purposes only and to not transfer the device to anyone else. After being signed, the form is verified for accuracy and signed by a member of Computer Services. This information is entered and maintained in the Computer Support Services inventory database and the form is filed. The employee must sign the laptop back into Computer Services when they return to campus and should not connect the laptop to the main campus network prior to having it scanned by Computer Support Services. When the laptop is returned, a member of Computer Support Services will check the condition of the laptop and retrieve the form for the employee to sign confirming its return. Computer Support Services will give a copy of the signed form to the employee as proof the laptop was turned in. Computer Support Services will update the database with the current date indicating the laptop was returned.

In addition, laptops and video projectors needed for classroom activities can be checked out from the Coordinator of Audio-visual and Electronic Distance Learning.

Student Laptop Checkout Procedure

The Library will maintain an inventory of laptops that will be available for individual checkout on a first-come, first-serve basis. The intent is for students to have access to a laptop in the event that they do not have access to a computer off campus. Examples of this need would include items such as: assignments requiring a computer to access the internet, assignments requiring word processing or other software, proctor testing, etc.

The Library will require the student to sign a form indicating the checkout and return date, as well as damage and replacement costs, and return policy. By signing the form, the student agrees to use the device for Beaufort County Community College purposes only and to not transfer the device to anyone else. After being signed, the form is verified for accuracy and signed by a member of the Library. This information is entered and maintained in the Library inventory database and the form is filed. In addition, the Library will enter a note with the laptop serial number and return date as the effective date of the PERK into the Colleague PERK screen. The student must sign the laptop back into the Library by the return date (not to exceed one semester). When the laptop is returned, a member of the Library will check the condition of the laptop and retrieve the form for the student to sign confirming its return. The Library will give a copy of the signed form to the student as proof the laptop was returned. The Library will update the database with the

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date of return and indicate the return in Colleague. If the student doesn't return the laptop by the anticipated return date, they will be blocked from registering for class or receiving a transcript.

The Library will notify the Business Office which will add the cost of the laptop to the student's account. Accounts Receivable will follow the debit collation procedure outlined in the Cash Management Plan Procedure 4.0601. Cases with items costing over \$1,000 will be turned over to the State Bureau of Investigation.

References

Legal References: *Enter legal references here*

Cross References: [Information Technology Policy](#)

History

Leadership Council Review/Approval Dates: *9/8/2023; 10/13/2023*

Senior Staff Review/Approval Dates: *04/02/2023; 07/26/2023*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*