

Policy for Faculty/Staff Laptop Checkout:

Faculty and staff will now have access to check out a laptop. We have received 9 laptops for circulation purposes for solely Faculty and Staff use. If a Faculty/Staff laptop is not available, we will not substitute from the Student Laptop Pool. This service has been made possible thanks to the financial support provided by the IDEA Center, which is now known as CELT. We will continue to seek financial support from CELT, IT, and other departments on campus who find this service beneficial for their needs.

1. **1-Week Maximum checkout of Faculty/Staff Laptop:** We will only circulate 1 Laptop per check out to 1 faculty or staff member at a time. This laptop will be scheduled to be due back as a 1-week check out from the date loaned.
2. **Reservations:** Checking out a faculty/Staff laptop is made available on a first come first serve basis for walk-up requests only.
3. **ID:** A patron must have their own ID with them in order to check out equipment.
4. **Extensions:** Special cases during the summer semester like teaching overseas and developing online courses can be considered. Also, anytime during the year like attending a conference that will take more than a week can be considered for longer checkouts as well. An agreement form will need to be supplied to the NMC for laptop checkouts beyond a week. This form will need to be signed by the Dean or Department Head. Semester long loans are not allowed during Fall and Spring semester. This extension must be submitted via email (media@valdosta.edu) on the loan date.
5. **Renewals:** Faculty/Staff will need to wait 1-day prior to checking out a Faculty/Staff laptop again. When a Faculty/Staff laptop is returned it must be placed through a 1-day maintenance cycle before circulation is allowed again.
6. **Returns:** Faculty/Staff, like students, may checkout a different item type after returning the laptop. Equipment does not need to be returned by the patron who checked out the equipment. A trusted friend, co-worker or student may return on the patron's behalf. All items associated with the equipment must be returned in original working condition to the New Media Center Equipment Circulation window to be considered as returned.
7. **Faculty & Staff are held accountable as student patrons are for failure to return items in on time and for damages that occur during loan period. The statements for damaged item returns and equipment replacement terms apply to all borrowers of our equipment as found on our [Equipment Circulation Policies and Procedures webpage](#). An Agreement Form will be available for review and signing upon check out.**



Staff/Faculty Laptop Extended Checkout Beyond 1-Week

- This form is to be completed by the Department Head, Dean or Director of VSU to permit an extension for more than 1-week of a faculty/staff checkout of one faculty/staff laptop.
- This form is a one-time only permission form.
- The laptop is to be used in support of summer semester long online course development, summer overseas work for online teaching, or for a conference that lasts longer than the 1-week checkout allows.
- A faculty or staff member must bring this signed Authorization Form with them when coming to check out.
- Authorization can also be emailed from the Department Dean, Director or Head's campus email account to media@valdosta.edu. Make sure the email includes: faculty or staff member's first and last name; semester, year, name, and course name and/or VSU sponsored event.

The undersigned VSU Dean, Director or Department Head authorizes the following faculty/staff to check out a faculty/staff laptop for an extended time from the New Media Center. **The purpose for use of the equipment is for a conference lasting more than the 1-week checkout allows, teaching online while overseas during the summer semester, or online course development over the summer semester.**

Print: Head/Dean/Director

Sign: Head/Dean/Director

Email: Head/Dean/Director

VSU Phone Extension: Head/Dean/Director

Check the available total loan period required below:

2 - Weeks	3 - Weeks	1 – Semester (ONLY SUMMER)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College / Department

Course Name or Conference

The undersigned faculty/staff member agrees to return the above equipment in the same order and condition as when received. If the equipment is damaged or lost while on loan, the faculty/staff member agrees to reimburse Valdosta State University New Media Center for the costs of repair or replacement with new equipment of the same type.

Print: Faculty/ Staff Name

Email: Faculty/ Staff

Semester and Year