College Technology Tools Lending Policy

Two-Hour Loan Period in Library

References

Board Policy 3720 Computer Use; Administrative Policy 3720 Use of Technology and Information Resources; Board Policy 5500 Standards of Conduct; Administrative Procedure 5520 Student Discipline Procedure[1]

College technology tools (e.g., laptops) are available for use at the Mt. San Antonio College (Mt. SAC) Library. To offer maximum use for students, technology tools have limits to loan periods. Laptops with a two-hour loan period are restricted to use within the Library. Wireless internet is available.

Borrowing Eligibility

Current Mt. SAC students may borrow a laptop or other technology tool from the Library Circulation Desk upon meeting the following requirements:

1. Mt. SAC ID Card or *Permission to Use Reserve Materials* form is presented

    Students may obtain *Permission to Use Reserve Materials* upon consultation with Library faculty, who are working at the Library Information Desk.

2. Library account is in good standing

    Holds on library accounts may prevent students from borrowing laptops or other technology tools.

3. *College Technology Tools Lending Policy: Acceptable Student Use Agreement* is signed

    Students shall be required to review and sign the *Use of College Technology Systems and Tools in Library and Acceptable Student Use Agreement* each term. They shall submit the signed agreement to staff at the Library Circulation Desk.

Borrowing Restrictions

Only currently enrolled students may borrow laptops. Other library users are ineligible to use these laptops, but they may use the desktop computers inside the Library as available.

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[1] Board Policies (BP) and Administrative Procedures (AP) are available at these College webpages:
BP 3720 Computer Use: https://www.mtsac.edu/governance/trustees/apbp/BP3720.pdf
AP 3720 Use of Technology and Information Resources: https://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf
BP 5500 Standards of Conduct: https://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf
AP 5520 Student Discipline Procedures: https://www.mtsac.edu/governance/trustees/apbp/AP5520.pdf

Loan Period and Return of Laptop

Laptops and other technology tools are available for a two-hour loan period. One renewal of a laptop is permitted. Laptops are available on a first come, first served period and are not available for advance reservations.

Laptops must be returned in person to the Library Circulation Desk at the designated due time. Violations of the loan period (i.e., turning in the laptop after the designated due time) is an unacceptable use. For more information, see the section, Standards of Conduct and Unacceptable Use.

Technical Assistance

If assistance is needed to use the laptop or other technology tools, students shall consult with a Library employee at the Library Information Desk. Library employees may contact the Information Technology Help Desk for additional support with the laptop. If the laptop does not work, students may borrow another laptop from the Library Circulation Desk pending availability.

The Mt. SAC Library is not responsible for any damage to the student's USB flash drive(s) or loss of data that may occur due to a malfunctioning laptop or other technology tools. Library employees will regularly erase data from the laptop.

Standards of Conduct and Unacceptable Use

The use of laptops or other technology tools is intended to enhance the students' educational experience at the College. The Library follows the College's Standards of Conduct Policy[2] to determine conduct that is subject to discipline. The following are examples of unacceptable use of laptops or other technology tools. This list presents examples and is not intended to be a comprehensive list of unacceptable behavior. Other conduct may also be determined to be an unacceptable use of laptops.

- Causing or attempting to cause damage
- Stealing or attempting to steal
- Engaging in harassing or discriminatory behavior
- Engaging in lewd, indecent or obscene conduct
- Disruptive behavior, willful disobedience (including, but not limited to due dates and times)

Unacceptable use of college technology tools may result in the Library placing a hold on Library or College accounts, which prevents registration and obtaining transcripts and grades. Removal of the hold requires speaking with the Library Department Chair or Associate Dean, Library and Learning Resources Division. Library faculty or managers may also submit a *Student Misconduct Report* to the Mt. SAC Student Life Office.

Approved: April 24, 2019

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[2] The Standards of Conduct Policy is available at this College webpage:
https://www.mtsac.edu/studentlife/BP5500_and_AP5520_combined_document_to_make_Standards_of_Conduct_Packet.pdf