

Laptop Cart Policy

Authorized Users:

- Anyone with a valid UW-Madison ID or UW-Madison libraries borrowers' card.
- Users without a UW ID or borrowers' card will be asked to acquire one through Memorial Library.

Where can the Laptop Cart be used?:

- For the implementation of this laptop cart, use of the cart will be restricted to the classrooms and reserverable spaces within the CIMC. Room 330, 346, 348, 356 302, and the 4th floor instructional space.
- The laptop cart is not currently available for use within other parts of the Teacher Education Building or outside the Teacher Education Building.

Reservations:

- The laptop cart follows the same model for reservations as CIMC classroom space. Users will need to specify which space they intend to use the cart. Options include room 330 (pc), 346 (mac), 348 (pc), 356 (mac) 302 or the 4th floor instructional space. Users will also need to specify which platform (Macintosh or PC) they intend to use.
- Reservations may be made online.
- Users should bear in mind that there reservation should include enough time before and after their session to check-out, set up, and return the laptop cart.

Scheduling Priority	Submit Reservation Request *
First Priority: regularly scheduled SoE classes where CIMC class space is noted in the UW timetable.	One year in advance from instruction start date, and minimum of 1 week prior to class date.
Second Priority: SoE classes where primary location is outside of the CIMC .	Eight months in advance from instruction start date, and minimum of 1 week prior to class date.
Third priority: Occasional use of space for SoE programs.	Schedule up to 4 months in advance of class date, and minimum of 1 week prior to class date.
Fourth priority: Non-SoE class or activity	Schedule up to one month in advance of class date, and minimum of 1 week prior to class date.

Loan Period:

- The default loan period is 3 hours. Exceptions for longer loan periods may be negotiated with CIMC staff.
- There must be at least one hour between reservations to allow for the laptop batteries to recharge. Please bear in mind that the battery life of the laptops is estimated to be 2 to 3 hours. The laptop cart comes with power cords and extension cords.

Checking-Out the Cart:

- The cart may be checked out at the computer lab staff desk in the open computer lab. Individual laptops may not be checked-out separately.
- Users will be required to sign a one-time authorization form.
- The individual who checks-out the laptop cart assumes responsibility for the entire cart and its' contents. Should the individual who is checking-out the cart differ from the person who placed the reservation, or if the person checking-out the cart is doing so on behalf of another individual, the CIMC needs to have written authorization from the user who will be responsible.
- Lab staff will check-out the entire cart to the user and inform the user when the cart is due back.

Using the Laptops

- Users are responsible for setting up the equipment. If users to employ all laptops, we suggest an additional 20 minutes of preparation time.
- Files saved to the laptop will not be accessible as the laptops will be cleaned and rebuilt each day they are used.
- **Printing:** Printing from the laptops will be available through IP printing. Instructions for printing are in the cart.
- **Software:** Available software is listed on the laptop cart. If users want to request the installation of additional software, they must make their request two weeks prior to their reservation date. Users must also provide licenses and media for additional software. The CIMC cannot guarantee the ability to add all software.
- **NetIDs and Network Access:** If the users of the laptops do not have current NetIDs, users will need to let CIMC staff know one week prior to their reservation, so that CIMC staff can prepare Guest NetIDs. The wireless capability (and networking) is only possible through the use of a NetID.

Returning the Cart:

- We kindly ask that users return all parts listed on the contents list for the cart. Users will be held responsible for the financial replacement of any missing parts.
- Users are asked to inform lab staff of any technical difficulties.
- To ensure sufficient recharging time, the laptopcart is due back at the specified time (typically three hours). Near CIMC closing time, the cart must be returned to the lab staff desk 15 minutes before the CIMC closes (M-R 9:45pm, F,S, S 4:45pm).

Other Reminders:

- The CIMC is not responsible for any damaged or lost data incurred while using CIMC equipment.
- Users are expected to adhere to UW-Madison Information Technology Appropriate Use Guidelines, available at http://www.doit.wisc.edu/security/policies/appropriate_use.asp
- Users agree to accept responsibility for loss, theft, damage, and/or replacement of the equipment or equipment parts.
- Users who violate these policies are subject to having their CIMC equipment borrowing privileges suspended or revoked.