

Borrow a Laptop

Current UCSC faculty and staff may borrow laptops from the Faculty Instructional Technology Center exclusively for use in our facilities on the first floor of McHenry. Laptops may be reserved and are otherwise available on a first-come, first-served basis. When using our Instructional Studios for courses faculty may reserve a number of units to assign to their participants, otherwise, one laptop per person may be checked out.

Charges

There is no charge for the use of classroom or checkout equipment for academic classes. An academic class is defined as a class that has a course number in the course catalog during the regular school year. There is a charge for equipment for all other events. This includes summer session classes and classes that do not have a course number in the catalog (see [rate sheet](#)).

What you need to borrow a laptop

- In faculty or staff with a photo ID
- Flash Drive is recommended (to save your work and take it away with you)
- Completed FITC Equipment Checkout Form

What you get

- Macbook Pro 15" (charger included)
- Polyvision Stylus (for use with SmartBoards)

Loan Period

- The normal loan period is for approximately 4-8 hours (rounded to nearest hour).
- No overnight or off premises usage is permitted.
- Renewals are allowed when there is no one waiting.
- Laptops must be checked in by the close of the business day.

Loan Enforcement

- Learning Technologies/Faculty Instructional Technology Center reserves the right to deny checkout privileges based on past abuses.
- The borrower agrees to return the laptop equipment in the same order and condition as when received and if such equipment is damaged or lost while on loan, agrees to reimburse the university for the costs of repair or replacement with new equipment of the same type.
- Please report loss, damage, or defect to the FITC Consulting Desk immediately.

Network Connectivity

- The Faculty Instructional Technology Center is covered for multiple wireless connections via EduRoam and CruzNet. There are wired connections at the media cabinets in each Instructional Studio and on designated ports in our rooms.
- The laptops should automatically connect and you need to merely enter your CruzID and Blue Password.

Printing Your Work

- Printing is currently available from our laptops, standard lab printing charges may apply.

Security

- Please, do not leave the FITC laptops unattended. You are responsible for the laptop checked out to you. The FITC is not responsible for loss or damage while checked out to you.
- Personal software may not be loaded onto the laptop. No user files will be retained on the hard disk.

Assistance

- For technical questions about operation of the FITC laptops, please go to the FITC Consulting Office, room 1330A McHenry Library.
- Please report any hardware or software problems to FITC staff when returning the laptop.

Faculty Instructional Technology Center EQUIPMENT CHECKOUT FORM

Contact Information for Equipment Checkout. Please present Photo ID when checking out equipment from the FITC.

Name	UCSC eMail
Department/College	Phone
Campus Title (circle) Faculty Staff Graduate Student	Course Information Quarter and Year Course Name and Number
Equipment Needed	Dates/Days/Time

For non-instructional use, please provide a FOAPAL for the rental costs of the equipment per our rate sheet.

FUND	ORG	ACCOUNT
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The undersigned 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, and also agrees to reimburse UCSC Learning Technologies for the costs of repair or replacement with new equipment of the same type. (Faculty/Staff checking out multiple units for an activity in our facilities will need to have the individual users signed below.

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<p>FOR OFFICE USE ONLY</p>		
<p>Photo ID Confirmed for Requester by</p>	<p>Date/Time</p>	<p>Staff Initials</p>

Equipment Checked Out (i.e., MacPro #1, Powercord)	Date/Time	Staff Initials
Campus Recharge Y / N / Waived	Signed Recharge Attached Y / N	Processed Date/Time
Equipment Returned	Date/Time	Staff Initials
Returned Equipment Condition Comments (run system check procedure)		