Student MacBook Loan Agreement

This policy may also be found on the Digital Corner Website.

- The person who checks out the equipment is solely responsible for it and all its components.
- The person who checks out the equipment must be the one returning the equipment and will sign a check out and check in receipt at both times.
- Equipment can only be checked out by current West Chester University students, faculty, or staff.
- The ACC does not guarantee that the equipment’s battery packs will be fully charged (however, the battery will charge when it is plugged in.)
- All files created on the laptops should be saved to an external storage device. **Hard drives will be wiped clean of any files after they have been returned**
- Report problems with the equipment to the Digital Corner.
- Equipment is loaned weekly for class requests as initiated by the instructor.
- A current, bar coded WCU ID must be presented to check out materials.
- Borrowing privileges will be blocked for students who still have missing items. **Items not turned in by the last day of class will result in holds placed on records.**

For Questions Contact: Theresa Boppell  
Digital Corner | Anderson 2  
tboppell@wcupa.edu
Faculty Laptop/MacBook Loan Agreement

This policy may also be found on the Digital Corner Website.

- The person who checks out the equipment is solely responsible for it and all its components.
- The person who checks out the equipment must be the one returning the equipment and will sign a check out and check in receipt at both times.
- Equipment can only be checked out by current West Chester University faculty.
- The ACC does not guarantee that the equipment’s battery packs will be fully charged (however, the battery will charge when it is plugged in.)
- All files created on the laptops should be saved to an external storage device. **Hard drives will be wiped clean of any files after they have been returned**
- Report problems with the equipment to the IT Helpdesk, 610-436-3350.
- Equipment may be borrowed by faculty for use in the classroom, at professional meetings, and for research purposes.
- Faculty should first check if their department has the equipment (e.g., laptops) before arranging a loan.
- Equipment should be requested at least 3 days in advance.
- We respectfully request that if you are borrowing items for your class that you share our Loan Policies with your students and support our efforts to have items returned in a timely manner.

For Questions Contact: Theresa Boppell
Digital Corner | Anderson 2
tboppell@wcupa.edu