

FMHI Research Library Laptop Computers

INTRODUCTION (PURPOSE AND INTENT)

This document outlines access and use provisions for the FMHI Research Library's laptop computers located in MHC1739.

STATEMENT OF POLICY

The FMHI Research Library administers use of ten (10) laptop computers and one (1) charging station located in the FMHI Research Library Teaching Lab. The laptop computers are used to conduct academic research services provided by the FMHI Research Library and the College of Behavioral and Community Sciences (CBCS). The laptops support the research, teaching, and educational activities held in the FMHI Research Library Teaching Lab.

Secondary uses of the FMHI Research Library laptop computers must be approved by or in concert with USF Libraries Administration. Approved uses may include such activities as research data collection.

The following procedures apply to use of the laptop computers:

1. Laptop computer use must be approved by an FMHI Librarian or USF Libraries Administrator.
2. Authorized laptop computer users include USF faculty and librarians assigned to CBCS/FMHI.
 - a. FMHI Librarians receive first priority for using the laptop computers.
 - b. Authorized users must reserve the FMHI Research Library Teaching Lab to use the laptop computers. (See "FMHI Research Library Teaching Lab" policy for more information.) FMHI Librarians must be notified of the Teaching Lab and laptop computer reservations.
 - c. The laptop charging station, laptop computers, and laptop computer peripherals may not be removed from the Teaching Lab.
 - d. Users of the Teaching Lab and laptop computers should report missing or damaged items to avoid potential responsibility for replacement costs.
 - e. There are 10 laptops. No more than two individuals may use an individual laptop a one time.
 - f. Library staff reserves the right to inspect all equipment following use of the Teaching Lab and laptop computers.
3. Food and beverages may not be consumed when using the laptop computers.
4. Food, beverages, and heavy items (such as backpacks) may not be placed on top of the charging station. Foreign items may not be placed in the charging station.
5. All trash and recycling must be disposed of in bins located in the Library's common areas.
6. Users must ensure that all laptops and peripherals are returned to the charging station.
7. Library staff reserves the right to limit use of the room.

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