

POLICY TITLE: Laptop Checkout Policy for Students

1. Equipment is checked out on a first-come, first-served basis. No reservations are available.
2. A current UWT identification card must be presented at time of checkout.
3. Equipment may be checked out for the periods listed (see table below). Items must be checked in by the published due date during business hours of the checkout location. It is the customer's responsibility to know the hours of the location when checking out an item.
4. A person may check out only one item at a time from each equipment category except as noted. See concurrent items allowed (in table below).
5. Late returns are assessed penalty points depending upon the equipment type (see table below). Penalty points assessed for each late transaction are valid for 90 days. When a customer accumulates 100 penalty points, all equipment checkout privileges will be revoked. As a penalty expires, appropriate points will be deducted from the customer's account. A suspended customer will be eligible for checkout when their cumulative penalty points fall below 100.
6. There will be no extensions or special-use requests granted.
7. Customers are responsible for damaged, lost, or stolen equipment. See item below.
8. Customers demonstrating flagrant lateness, repeated penalties or other violations may incur a permanent loss of checkout privileges, fines, and/or transcript holds. Such penalties are at the discretion of IT management.
9. Each customer is responsible for their own storage devices and removing their own files from digital equipment. Be sure to remove all floppy disks, CDs, DVDs, memory sticks, etc. UWT is not responsible for any files or personal information left on equipment.
10. All customers have the right to appeal penalty points or suspensions. Appeals must be submitted via email from the customer's UW NetID to tachelp@u.washington.edu. Each appeal will be considered on an individual basis using information provided by the customer, staff input, and database records.
11. If you have questions, please phone the Computer Lab at 253-692-5611 or send e-mail to tachelp@u.washington.edu.

Policies by Equipment Category

Equipment Category	Checkout Period (in hours)	Waiting Period Between Checkouts (in days)	Concurrent Items Allowed (in same category)	Late Return Penalty Points
Notebook Computers	48	0	1	50

Note: The two-day checkout period for notebook computers is extended to 3 days on Fridays, which allows students to keep them over a weekend. Additional extensions may be made during holiday periods.

So What Does This Mean?

In simple terms.... If you are a current UWT student, you may check out a notebook computer (laptop) for two days at a time. You may have only one laptop checked out at the same time. If you check in a laptop after it is due, you will receive a warning (50 penalty points). After a second late return within any 90-day period (totaling 100 points), you will automatically lose all equipment checkout privileges until the first penalty expires. And if the checkout location is not open on the due date, you must turn in the item earlier during business hours.

Renewals

You may return the laptop **on or before** its due time and immediately check it out again (subject to availability). Renewals are granted only if **all** of the following conditions are met:

- All equipment and accessories are physically presented for inspection (no phone or email renewals).
- The item is not overdue.
- Sufficient inventory is available for other waiting students.