



WASHBURN UNIVERSITY  
SCHOOL OF LAW

## Laptop Checkout Policy

1. **DESIGNATED STAFF:** Laptops may only be checked out by the following staff:
  - Student Computer Services Coordinator (Jewel Makda)
  - Computer Services Coordinator (Mildred Baker)
  - Electronic Services Librarian (Barbara Ginzburg)
  - Classroom Teaching Technology Librarian (Glen McBeth)

**If an individual requests a laptop when none of the designated staff members are present, laptops cannot be checked out.**

2. **STUDENT LOANS:** Five (5) laptops are available for students to check out when their own laptop malfunctions. Students must coordinate with the designated staff to check out a laptop. Students must read and sign the [Laptop Loan Agreement](#).
3. **AVAILABILITY:** Loan period for students is two weeks. Laptops are available for loan on a first-come, first-served basis.
4. **RENEWALS:** Renewals depend on availability and/or other users waiting to borrow the laptop.
5. **FACULTY/STAFF LOANS:** Faculty and staff who need laptops (overnight, home, extended periods) should contact the Computer Services Coordinator (Mildred Baker).
6. **USE:** All laptops require proper checkout for use (even for in-house use) and **SHOULD NEVER BE LEFT UNATTENDED**. Laptops are to be used for law school purposes. All users must abide by the [Acceptable Use Policy](#).
7. **RETURNS:** Laptops must be returned to the staff member who checked out the laptop. If the staff member is not available, only the designated staff above can check in the laptop. **DO NOT** return laptops to Circulation.
8. **USER FILES:** All users are responsible for saving their files before returning the laptop. Ordinarily, files will be deleted when the laptop is returned.

*\* The library reserves the right to update and change this policy at any time without notice. If you have any questions email jewel.brueggeman-makda [at] washburn.edu.*