

## **Loaner Computer Equipment Policy**

Help Desk Policy! All C-K students are required to present their Chicago-Kent ID card for service.

The CLC Help Desk does provide the service of temporarily loaning laptops to students. This service is restricted to those who have purchased their own laptop and the laptop has been **serviced by a technician at the CLC Help Desk**. Once the technician has determined that the laptop needs to be sent to the manufacturer for repairs or is inoperable a student will be loaned a laptop. The laptop loans are for a one (1) week period only. In addition, the CLC Help Desk **does not loan power adaptors or any other laptop accessories** for laptops. In order for this service to benefit everyone, this policy must be strictly adhered to.

Once a user returns a laptop, that same user cannot have another laptop loaned to him/her for at least two (2) consecutive weeks.

The Help Desk will make a photocopy of student's ID when loaner computer equipment is requested. The procedure was implemented to best serve the needs of all Chicago-Kent student's.

We appreciate your cooperation in adhering to this policy.