INFORUM TECHNOLOGY LOAN POLICY

Effective September 12, 2016

The Inforum’s Technology Loan Program is managed by Inforum staff. The collection has been jointly funded by the Faculty of Information, the Masters student Tech Fund Committee, and the Doctoral student Tech Fund Committee.

WHO CAN BORROW

Only current iSchool student, staff and faculty can borrow, unless otherwise noted.

HOW TO BORROW

Most equipment in our Tech Loan program are barcoded and loaned out on a first come, first served basis, subject to availability. Only a limited number of equipment, not barcoded, are available through pre-booking. Consult our web listing – http://current.ischool.utoronto.ca/services/technology-loans – to determine which equipment requires pre-booking.

As barcoded equipment are loaned out on a first come, first served basis, they cannot be pre-booked; users should come on the day that they wish to borrow the item. Current iSchool students receive priority. A Tcard is required to borrow the equipment.

EXCEPTIONS

In very limited cases, and with advanced notice of at least 1 week, Inforum staff can “reserve” barcoded equipment if the equipment is required for:

- An iSchool event, such as PhD research days, iSchool student conferences, colloquia, etc. (request must be made by one of the event organizers)
- An iSkills workshop (request must be made by the workshop instructor or organizer)
- Inforum staff members have the discretion to grant exceptions in extenuating circumstances, such as, but not limited to, emergency back-up for teaching in an iSchool course (request must be made by the course instructor)

iSCHOOL ALUMNI

- As per existing Inforum services to iSchool alumni, alumni may:
  - During Fall & Winter terms: Check out a laptop or Macbook from the Inforum, provided that they use the laptop/Macbook in the Inforum space.
  - During Summer term: Check out any of our tech loan equipment items, subject to availability.
- Due to demand by current iSchool students, staff and faculty, the borrowing period is for the regular loan period of the equipment. No special due dates or renewals can be applied.
“BE NICE, CHARGE DEVICE”

Before returning tech loan items, borrowers should ensure that electronics are returned to the Inforum with at least a 50% battery charge.

PRIVACY AND SECURITY

All devices in our Tech Loan Program are shared devices. Please be cautious about the data that you download or transmit, and remember to delete personal information or files prior to returning a device. Use of all Tech Loan devices is governed by the University of Toronto policy on Appropriate Use of Information and Communication Technology, http://www.provost.utoronto.ca/policy/use.htm

CONTACT INFORUM STAFF

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