Technology and Learning Tools Lending Policy

Technology and learning tools (e.g., anatomy models, laptops, and calculators) are available for check out and use at the Mt. San Antonio College (Mt. SAC) Library. To offer maximum use for students, technology and learning tools have limits to loan periods, which can be seen on OneSearch, the Library's discovery system. Items with a two-hour loan period are restricted to use within the Library. Wireless Internet is available for technology and learning tools that require Internet access. This policy does not apply to the Technology Loan Program, which is a joint program among the Library, IT and Student Services.

Borrowing Eligibility

Current Mt. SAC students may technology and learning tools from the Library Circulation Desk upon meeting the follow requirements:

1. Mt. SAC ID Card, or acceptable photo ID and proof of enrollment is presented.[1]

   Students who do not have photo ID may obtain *Permission to Use Reserve Materials* upon consultation with Library faculty, who are working at the Library Information Desk for technology and learning tools that are available for in-house, 2-hour checkout.

2. Library account is in good standing.

   Holds on library accounts may prevent students from borrowing technology and learning tools. Holds may be placed on library accounts when items are returned incomplete or damaged. For more information, see the Library policy *Overdue, Assumed Lost, and Damaged Library Materials*.[2]

3. *Technology and Learning Tools Lending Policy: Acceptable Student Use Agreement* is signed

   Students shall be required to review and sign the *Technology and Learning Tools Lending Policy: Acceptable Student Use Agreement* each term. They shall submit the signed agreement to staff at the Library Circulation Desk.

Borrowing Restrictions

Only current enrolled students may borrow the Library's technology and learning tools. Desktop computers inside the Library are available to all library users.

Loan Period and Return of Technology and Learning Tools

Depending on the item, technology and learning tools are available for two-hour or semester-long loan periods. Tools with two-hour checkouts may be renewed if a duplicate of the item is available.

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[1] https://www.mtsac.edu/library/checkout-and-renewal.html

[2] https://www.mtsac.edu/library/pdfdocs/Policies-OverdueLostDamaged-5-3-2018.pdf

Technology and learning tools are available on a first come, first served period and are not available for reservations.

Items must be returned in person to the Library Circulation Desk at the designated due time. Items must be returned at the designated due time. Returning items after the due time is an unacceptable use. For more information, see the section, Standards of Conduct and Unacceptable Use.

Technical Assistance

If assistance is needed to use technology and learning tools, students shall consult with a Library employee at the Library Information Desk. Library employees may contact the Information Technology Help Desk for additional support. If an item does not work, students may borrow another one from the Library Circulation Desk pending availability.

The Mt. SAC Library is not responsible for any damage to the student's USB flash drive(s) or loss of data that may occur due to malfunctioning technology tools. Library employees regularly erase data from technology tools.

Standards of Conduct and Unacceptable Use

The use of technology and learning tools is intended to enhance the students' educational experience at the College. The Library follows the College's Standards of Conduct Policy[3] to determine conduct that is subject to discipline. The following are examples of unacceptable use of the Library's technology and learning tools. This list presents examples and is not intended to be a comprehensive list of unacceptable behavior. Other conduct may also be determined to be an unacceptable use of technology and learning.

- Causing or attempting to cause damage
- Stealing or attempting to steal
- Engaging in harassing or discriminatory behavior
- Engaging in lewd, indecent or obscene conduct
- Disruptive behavior, willful disobedience (including, but not limited to due dates and times)

Unacceptable use of technology and learning tools may result in the Library placing a hold on Library or College accounts, which prevents registration and obtaining transcripts and grades. Removal of the hold requires speaking with the Library Department Chair. Library faculty or managers may also submit a Student Misconduct Report to the Mt. SAC Student Life Office.

References

Mt. SAC Board Policy 3720 Computer Use; Administrative Policy 3720 Use of Technology and Information Resources; Board Policy 5500 Standards of Conduct; Administrative Procedure 5520 Student Discipline Procedure

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[3] The Standards of Conduct Policy is available at this College webpage:
https://www.mtsac.edu/studentlife/policies_procedures.html