MIT LIBRARIES
LAPTOP GUIDELINES FOR STAFF

By receiving this laptop you accept responsibility for safeguarding it while it is signed out to you. Please take the following precautions:

- When leaving your workspace overnight, store your laptop in a locked drawer or cabinet.
- If you have a private office, close and lock the door if you leave during the day.
- If you take your laptop home, be sure to lock all doors when you go out. If you have a home security system, be sure it is on when you leave.
- If you are staying in a hotel, lock your laptop in a safe if your room has one. If no safe is available, lock your laptop in a suitcase when you go out.
- Keep laptop in your sight when going through airport checkpoints. Many travelers find it helpful to tape their business card to their laptops. This will help you identify your laptop in airport security.
- If you are traveling by car, lock your laptop in the trunk when you park.
- Do not use the computer in locations that might increase likelihood of damage.
- Keep food and drinks away from the computer.
- Purchase a padded carrying case for your laptop.

If the laptop is stolen during an assault, or if it is damaged or stolen despite your having followed the guidelines listed above, it will be replaced with another laptop. In this case the Libraries' general operating budget will pay any portion of the cost not covered by the Institute's insurance. If the laptop is damaged or stolen and the above procedures were not followed, either your department will assume responsibility for the insurance deductible; OR your laptop will be replaced with a PC.

REPORTING LOSS OR THEFT

Report damaged or stolen equipment as soon as possible to: Grace R. Mlady, Administrative Services. Grace will report stolen equipment to MIT Police handle claims for insurance and replacement. If the theft occurred outside MIT, you must report the theft to the local police and obtain a police report.