

Hamilton Library Classroom 306 Laptop Policy

The HL 306 laptops are intended for short term instruction use. Library staff may reserve the HL 306 laptops to use in other Hamilton Library classrooms, multi-purpose rooms, conference rooms, or collaborative spaces. There are 40 laptops (20 Silver Dells, 12 MacBook Pros, and 8 Red Dells) stored in HL 306.

Classroom Space Reservations are made for the desired timeslot and must include: (1) course number or workshop title, (2) course instructor name if applicable, (3) librarian name, and (4) number & type of laptops. [**Example: *ENG 100 Instructor Name (Librarian Name) 20 Silver Dells***]

Laptop Reservations are made without setting a start time or end time; and must include: (1) number & type of laptops (2) laptops only note, (3) time of use, and (4) librarian name. [**Example: *12 MacBook Pros Only 1p-3p Librarian Name***]