

Updated 6/22/2015

Device Library Procedures v2.0

Cornell Tech Device Library Mission Statement:

- To improve access and experimentation with the latest technology
- To ensure that all students have the opportunity to be current on emerging hardware technology
- To encourage student innovation through interaction with technology
- To create interaction points between Cornell Tech and hardware industry
- To create a museum to showcase hardware innovation over time as Cornell Tech grows
- To establish Cornell Tech as a “thought leader” on emerging technologies and to ensure Cornell Tech has a voice in the conversation on these things

Check-in/out Process:

1. **Availability:** Check device availability on the Github:
https://docs.google.com/spreadsheets/d/1kK5UfgKD5qJKQwRpiP9D4_JrgalhXOZEdnWLNRHilus/edit?usp=sharing
2. **Sign-up:** Please use
 - a. **Your NetID** and name
 - b. Requested **duration** if other than **two weeks**
 - c. **Device** you would like to check-out
 - d. Three times you can meet Tuyen to pick up the device
3. **Pickup:** Meet Tuyen where she will update the spreadsheet and set up an equipment calendar request between the device’s unique NetID and yours
4. **Use:** Use and have fun (!) with device
5. **Return:** To return device, email Tuyen with three times when you can meet her to return
6. **Feedback:** Fill out the official “Cornell Tech Device Library: CT Review Submission” form at:
https://docs.google.com/forms/d/1WZ1Jyb7E4dKLDfRX9b5_4vaEQg9ump85okdlrivu-H8/viewform

Rules:

1. Liability (beyond normal usage), rests with the student
2. Check-out period – 2 weeks
3. Feedback form deadline – within 1 week of finishing
4. All devices are registered with a unique NetID and will be scheduled as a resource through Cornell IT to track usage, availability and provide reminders about return due dates

Student owners

- Need student representatives