

# LBSI Tablet Policy

The Tablets are provided for your use as a Libraries Building Services & Inventory (LBSI) employee, but **they are the property of the Library.**

## Website Usage

Expectations:

- Tablets are to be used for LBSI tasks ONLY – use ONLY the Checklist Website Provided
- Tablet settings are to remain AS IS. Students should not change any settings after the tablet has been set up for them.

## Tablet Care

Expectations/Agreement:

- I agree to take proper care of the tablet, including all of the following:
  - Each tablet is enclosed in a protective case with a shoulder strap. While using the tablet, I agree to use the shoulder strap to prevent dropping a tablet.
  - I agree to keep the tablet with me for the entire time I am using it.
  - I agree not to let anyone else use the tablet.
  - I understand that I am responsible for the loss of or damage to the tablet.
  - I agree to return the tablet to the charging station when my time of use is up, or my shift is over.
  - I understand that the tablet cannot be taken out of the Library unless a checklist specifically requires me to do so.
  - I agree to follow all Library policies and procedures related to computer equipment use according to the Student Assistant Manual of the Texas Tech Libraries.
  - I understand that I may be responsible for costs to repair or replace the tablet if the damage or loss is due to vandalism, negligence, abuse, theft or misconduct and could result in any or all of the following:
    - § suspension of Library privileges
    - § suspension of employment
    - § termination of employment
    - § report to law enforcement authorities and be subject to criminal and/or civil penalties

## Teams App

Expectations: This app is provided on your tablet for these particular uses ONLY:

- Emergency – To message all supervisors in case of an emergency situation.
- Pictures – To send or receive pictures for a specific task (i.e. graffiti, individual cleaning, etc.).
- Setups – Teams will send a notification about time sensitive setups, approximately 15 minutes in advance. You should finish up work and get to the office to be ready for the setup.
- Files – Supervisors will add files so SA's can access information electronically, if needed (i.e. paperwork, etc.).

**Consequences**

Failure to abide by these expectations will result in the following (depending on any other corrective actions already in place):

- First offense: formal written notice
- Second offense: dismissal

I have read and agree to abide by the terms above.

\_\_\_\_\_  
SA Name

Signature \_\_\_\_\_

Date \_\_\_\_\_

Tablet/WIW password - \_\_\_\_\_

Trello password - \_\_\_\_\_