TLC Mobile Cart usage policy

- The mobile carts must be reserved in advance to avoid last minute conflicts.

- Reservations are accepted via phone, email, or in person.

- Instructors / staff members are responsible for picking up and returning the mobile cart on time to the TLC.

- The borrower must state when reserving the mobile cart what is needed in terms of software as well as hardware. They must also state what additional equipment is needed.
  - Note: The mobile carts consist of a CPU, monitor, projector, keyboard, mouse, and a DVD player.
  - Additional equipment must be reserved in the same manner as the mobile cart.

- If the borrower will be using the mobile cart to access the Internet, it is their responsibility to check to see if the port in the classroom is working. If you do not know how to do this and need help, please contact our Front Desk by emailing trhelpdesk@ccc.edu or calling 907-4357.

- The network cables attached to the mobile carts are approximately 15 ft. It is the responsibility of the borrower to check the layout of the room where the mobile cart will be used. If a longer network cable is needed, the borrower must indicate this when reserving the mobile cart.

- In case of equipment malfunctions, the borrower must report it to the TLC as soon as possible for repair or replacement.

- All equipment must be returned to the TLC at the end of the operation hours.

Technology Learning Center
Room 3921
907-4486 or 907-4357