



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

**Department of Language and Literacy Education (LLED)
LLED Policy: Equipment Borrowing**

The Department of Language and Literacy Education (LLED) has 8 MAC laptops, 8 Windows laptops, and 10 iPad Minis available to support teaching and learning in the department.

Borrowing Policies:

- Equipment can be borrowed by faculty, graduate students and teaching staff in LLED
- Priority is given to faculty instruction, especially in-class use, but can be booked for practicum use, research and other academic activities
- Equipment can be borrowed only during the duration of class-times in Ponderosas E/F
- Equipment that is not picked up within an hour of the booked time may be loaned to other users
- Laptops and iPads can be picked up 30 minutes before the start of your class
- Laptops and iPads must be returned immediately after class

To borrow laptops or iPads:

Contact Ana in the office at lled.educ@ubc.ca or call 604-822-5788 to check for availability of equipment.

Borrowing privileges may be suspended due to the following:

- repeatedly not picking up booked equipment
 - not returning equipment on time
 - not returning equipment in complete or good condition
 - severe damage and or misuse of equipment
- *NOTE: borrowers are responsible for replacement costs for lost or damaged equipment.*