

Chapter Projector and Laptop Use Policy

Definition: "Information Resources" includes the chapter laptop and projector and their respective accessories (listed at the bottom of this policy) as well as all the computer software.

1. It is the policy of the Master Naturalist, Hill Country Chapter (HCMN) that all members of the chapter are accountable for their actions relating to information resources including the chapter projector and laptop. Information resources shall be used only for intended purposes as defined by the chapter and consistent with applicable laws. The chapter projector and laptop computer are **for chapter use only**. These information resources may not be used by other organizations, by HCMN members for private use, or by non-HCMN members.
2. The Chapter Vice President assumes the responsibility of custodian for the chapter projector and for the laptop computer. The Vice President will know at all times which member or members have borrowed these information resources. This equipment must be available to our New Class Director for use in our fall training sessions, and this use will take priority over any other requests for use of this equipment.
3. The Chapter Board of Directors will also appoint a chapter member to be responsible for managing all software on the chapter laptop, including keeping the software updated, removal of unused files, and removal of any unlicensed software. Software may be used only in ways that are consistent with their licenses or copyrights.
4. A HCMN member giving a presentation to another organization may borrow the projector and/or laptop from the custodian. The member must return the items to the custodian immediately following its use (or at the direction of the custodian, to another HCMN member requesting the projector and/or laptop).
5. Projector and laptop must be covered when left in a vehicle to discourage theft.
6. A detailed list of components (labeled cords, flash drive for the remote control and where to store it, etc.) for both the projector and laptop respectively will be kept in their respective cases. (This is intended to help the user get all of the cords, remote components, etc. put back with the correct device.) See equipment checklists below.
7. Upon return, the custodian will confirm that accessories: remote control, remote control flash drive (especially easy to forget on the host's computer and stored inside the remote control), and all cords have been returned with the correct device.

Equipment Checklists:

Chapter Projector –

- Projector and case
- Power supply
- VGA cable for connecting to PC
- Remote mouse/pointer
- Remote control USB transmitter

Laptop Computer –

- Laptop
- Power supply
- Wireless mouse (To prolong battery life, be sure to turn off before storing.)
- Wireless mouse USB transmitter (Leave plugged into rear USB port.)