

CoEHS Loaner Equipment Policy

The College provides loaner equipment (see list below) for use by faculty, students and staff use. The IT loaner pool is designed for short-term usage and is typically limited to 7 days.

Available Loaner Equipment:

- Video/Data Projector
- Portable Windows Computer
- Portable Macintosh Computer
- Digital Still Cameras
- Digital Video Cameras
- Flip Mino HD Cameras (single or 10-pack)
- iPods (single or 10-pack)
- Tripods

Uses of Equipment

Equipment may be borrowed for any reasonable college related project or presentation. This includes but is not limited to:

- Using equipment on a college trip, such as business trip, conference or workshop.
- Using equipment to make a presentation on or off campus.
- Using equipment for any work related task.
- Using equipment for class project.

Loaner Procedures

There are limited pieces of loaner equipment, so availability should be checked and reserved as much in advance as possible. At a minimum, any equipment needed should be reserved at least one business day in advance.

Only employees may reserve the equipment. Students must have reservations for the equipment made through a faculty or staff member who accepts responsibility for usage of the equipment.

Longer reservations for the equipment are possible provided the equipment is available.

Higher priority users may pre-empt times already scheduled for lower priority users (see priority schedule below).

Requests/reservations are “locked” in place 7 days prior to the reservation date. After that date, users with a higher priority may no longer pre-empt the equipment from someone with a lower priority.

Priorities (in order)

- Faculty/staff for classroom use, if the classroom does not already have a computer projection system or a system is not available from Instructional Technology Services.
- Employees for professional use.
- Any other academic or professional use.

Setup and Operation

Setup and operation of the equipment is the sole responsibility of the user. If you are unfamiliar with the equipment, arrangements should be made in advance for assistance in familiarizing yourself with the use of the equipment.

Check-in and Check-out Procedures: During Normal Business Hours

Loaner equipment is checked in/out Monday-Friday 8:00 am to 4:00 p.m. Allow at least 15 minutes for both procedures. During this time, the equipment being checked in/out is verified and the person checking in/out the equipment signs the Loaner Agreement. During check-in, the return of the equipment is verified and a COEHS representative signs the form. This process maintains accountability for the equipment and protects the user from being held liable for someone else's losses.

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Check-in and Check-out Procedures: Outside Normal Business Hours

Arrangements can be made for those who need to check in/out equipment at times outside the normal Monday-Friday 8:00 a.m. to 4:00 p.m. hours. Equipment to be used on weekends should be reserved by and picked-up on the preceding Friday.

User Liabilities

The employee's department will be responsible for the loss/repair of equipment due to negligence, abuse, and misuse.

User Responsibilities

- The equipment may not be transported as luggage on public transportation (airplanes, trains or buses). The borrower will carry the equipment with them at all times. Laptops, projectors and digital cameras may be passed through x-ray machines.
- Equipment should not be left unattended in public areas.
- The borrower is responsible for the repair or replacement of this equipment due to any loss or damage while it is checked out to you. In case a loss is due to negligence on your part, you will be responsible for the full replacement or repair costs.
- Stolen equipment is to be reported to the appropriate local authorities and COEHS Technology Services as quickly as possible. The borrower should write down as many details as they can remember as soon as possible.
- The borrower will use the equipment according to the manufacture's specifications.
- The borrower is responsible to retrieve any data they have stored on the equipment's storage medium (E.g. hard drive, floppy disk, or memory card) before returning the equipment. To prepare the equipment for the next user, all storage media will be promptly erased/cleaned when the equipment is returned.
- The borrower may not use additional peripherals without the approval of COEHS Technology Services.
- The borrower should not alter any system software or hardware configuration unless instructed to do so by someone from COEHS Technology Services.
- The borrower may not loan or give the equipment to anyone else. Doing so will be considered misuse of the equipment.