

**Information Technology – Rodney Tosten,
Vice President of IT Effective Date: 5/1/2016**

Title: Equipment Loaner Policy

Applicable with restrictions: Students, Faculty, Support Staff and Administrators

Summary: The equipment and portable computer loaner pool consists of a number of high quality, full performance Windows laptop computers and a selection of audio/visual hardware that are made available by Information Technology for institutional purposes in situations where there is no other computer or equipment otherwise available. Loaner equipment and computers are not to be used as a substitute for purchasing permanently needed hardware.

Contact: IT Helpdesk Coordinator, extension 7000, or email IThelpdesk@gettysburg.edu

Scheduling Equipment

To schedule any loan, you must contact the IT Helpdesk with your needs. Please include the following information:

- Dates the equipment is needed, including date of return.
- Any special needs.
- Advance notice is required if any standard college-supported software needs to be installed on a borrowed computer.

It is imperative that you return all borrowed equipment on the date you have specified since other borrowers may be expecting to use that machine.

Computer Equipment

To be eligible to borrow equipment you must be one of the following:

- An employee going on sabbatical with no access to a laptop to do their required work - loaners for sabbatical purposes must be included with the application submitted to the Office of the Provost for approval during the sabbatical process.
- An employee going to a conference where a laptop is needed for a presentation or where no email access is made available by the conference organizers.
- An employee who is ill and needs to do required College work while at home that requires a laptop.
- A faculty member running a supported study abroad program needing a laptop.
- A faculty member who teaches in a classroom without computer access who needs to occasionally use a laptop in class or need one available for student presentations.
- An employee who needs a laptop to give a presentation in a room on campus without a computer.
- A student who is a recipient of a Mellon Summer Scholars Program Grant (MSS) and whose research as documented in the grant application requires travel.

Restrictions:

- All loans are subject to availability. We have a limited number.
- Loaner laptops are made available for short term, non-recurring use, only.
- Longer term laptop loans (approaching a semester) are considered on a case-by-case basis and are subject to sufficient loaner pool reserve capacity.

- Loaned equipment for use by the eligible borrower only, who is responsible for its proper use and the undamaged return (normal wear and tear excepted) of all borrowed equipment and accessories. Damage or loss caused by negligence, or the non return of equipment will be billed to the borrower's department; or in the case of a student, to the student's financial account.
- We cannot guarantee a laptop with the requirements you have will be available; therefore the earlier you request a computer loan, the better chance you have of getting what you need.

Audio/Visual/Camera Equipment

To be eligible to borrow equipment you must be one of the following:

- An employee going to a short term event where the equipment is needed for a presentation or to document the event on behalf of the college.
- A Gettysburg College student

Restrictions:

- All loans are subject to availability. Quantities of equipment are limited..
- All equipment is made available for short term, non-recurring use, only.
- Longer term equipment loans (approaching a semester) are considered on a case-by-case basis and are subject to sufficient loaner reserve capacity and anticipated demand.
- Loaned equipment for use by the eligible borrower only, who is responsible for its proper use and the undamaged return (normal wear and tear excepted) of all borrowed equipment and accessories. Damage or loss caused by negligence, or the non return of equipment will be billed to the borrower's department; or in the case of a student, to the student's financial account.