

# MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

## Procedure ITP-34

### Marshall University Equipment Lending Procedures

#### 1. General

##### 1.1. Scope:

This procedure establishes the process for borrowing equipment from Marshall University.

##### 1.2. Authority:

Marshall University Information Technology Council

##### 1.3. Passage Date: May 4, 2012

##### 1.4. Effective Date: May 4, 2012

##### 1.5. Revised Date: August 19, 2019

##### 1.6. Controlling over: Marshall University

##### 1.7. Purpose and Summary:

This procedure serves to define the levels of support and borrowing of electronic equipment from Marshall University Information Technology.

## 2. Borrowing:

- 2.1. Equipment may be loaned to current Marshall University students, faculty or staff, and they must provide a valid Marshall University ID.
- 2.2. Student checkout period is 24 hours
- 2.3. Faculty and staff checkout period is 7 days.
- 2.4. All devices are available on a first-come, first-serve basis.
- 2.5. All devices must be returned before the due date/time or they will be assessed a fine.
- 2.6. Electronic device checkouts are not permitted to be extended.
- 2.7. Patrons must sign [iPad or Laptop](#) agreement form.

## 3. Late fees and replacement costs:

### 3.1. Late fees

- 3.1.1. Students: \$1 per Hour
- 3.1.2. Faculty and staff: \$1 per day
- 3.1.3. The late fees max out at the price of the equipment.

### 3.2. Replacement costs

- |                            |        |
|----------------------------|--------|
| 3.2.1. Laptops:            | \$1300 |
| 3.2.2. Laptop power cord:  | \$25   |
| 3.2.3. iPad:               | \$800  |
| 3.2.4. iPad Case:          | \$25   |
| 3.2.5. iPad Cables/charger | \$30   |
| 3.2.6. Processing fee:     | \$25   |

## 4. Notifications:

### 4.1. Automatic Emails are sent to the patron from the IT Service Desk.

- 4.1.1. 1<sup>st</sup> notice is sent 1 hour after it is overdue
- 4.1.2. 2<sup>nd</sup> notice is sent 24 hours after it is overdue
- 4.1.3. 3<sup>rd</sup> notice is sent 48 hours after it is overdue
- 4.1.4. 4<sup>th</sup> notice is sent 72 hours after it is overdue

### 4.2. Manual Notices: iPads

- 4.2.1. iPads are locked immediately after they go to a “late Status.”
- 4.2.2. The following message is sent to the iPad after it is locked: “This iPad belongs to Marshall University Information Technology. Please return it to the Information Technology Service Desk, or Call MUPD at (304) 696-4957.”

### 4.3. Manual Notices cannot be sent to laptops.

### 4.4. Notification of MUPD.

MUPD will be notified 24 hours after the device is overdue

### 4.5. Notification of Student Judicial Affairs is sent after MUPD completes their investigation.

If a patron violates these procedures or the liability agreement, the patron’s library privileges will be suspended.