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. 1st notice is sent 1 hour after it is overdue
4.1.2. 2nd notice is sent 24 hours after it is overdue
4.1.3. 3rd notice is sent 48 hours after it is overdue
4.1.4. 4th 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.