

ADMINISTRATIVE PROCEDURE
ITP-TBD
EQUIPMENT LENDING PROCEDURE

Number: ITP-TBD	Name: EQUIPMENT LENDING PROCEDURE
Purpose: This procedure establishes the process for borrowing equipment from the Marshall University IT Service Desk.	
Responsible Unit: Information Technology	
Approved by:	Approval Date:

1. General

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

2. Borrowing Procedure

2.1 General

- 2.1.1 All equipment is expected to be returned on or before the due date.
- 2.1.2 Labels and tags on equipment are not to be removed, covered or otherwise defaced. Borrowers are not permitted to affix personal stickers to equipment except for privacy stickers over the webcam.
- 2.1.3 Laptops are checked out on a first come first served basis and will be held for a period of one week before returning to the checkout pool.

2.2 Students

- 2.2.1 Students that are registered full-time for the current semester are eligible to borrow a laptop for the duration of the semester. Students must receive prior approval by the Director of Student Advocacy in Student Affairs (studentaffairs@marshall.edu). Preference will be given to undergraduate students. Student Affairs will determine on a case-by-case basis if a student qualifies for a semester-long checkout.
- 2.2.2 The student is responsible for the equipment they check out. If the equipment is lost or damaged, the student is expected to pay for the repair or replacement of the equipment.

2.3 Faculty and Staff

- 2.3.1 Equipment may be loaned to faculty and staff currently employed by Marshall University.

- 2.3.2 Due to the limited number of computers available, faculty and staff laptops are intended to be loaned as a temporary solution and not as a secondary computer.
- 2.3.3 Faculty and staff borrowers are limited to a maximum of three (3) weeks' borrowing period and may be extended if approved by the employees' supervisor and MU Information Technology.
- 2.3.4 The respective departments of faculty and staff are responsible for the equipment they check out. If the equipment is lost or damaged, the department is expected to pay for the repair or replacement of the equipment.

3. Notifications, Penalties, and Fees

Borrowers who do not return equipment in a timely manner will have their borrowing privileges restricted. Replacement costs for lost or damaged equipment will be billed based on the current price of the same or similar model listed in the Marshall Marketplace. The following table outlines the consequences for not adhering to the established borrowing procedures.

Action	Consequence
<ul style="list-style-type: none"> Failure to return equipment on-time 	<ul style="list-style-type: none"> Employees: Borrowing privileges may be restricted to 24 hours at a time Students: Borrowing privileges may be restricted to 24 hours at a time
<ul style="list-style-type: none"> Failure to return equipment after third overdue notice (72 hours overdue) 	<ul style="list-style-type: none"> Employees: Departmental leadership will be notified. Students: Equipment will go to Billed status. The borrower will have a financial hold placed on their account.
<ul style="list-style-type: none"> Failure to return equipment after 10 days and no response to contact attempts 	<ul style="list-style-type: none"> Students: MUNet account may be disabled until the equipment is returned or the replacement cost is paid.
<ul style="list-style-type: none"> Failure to return equipment after 30 days and no response to contact attempts 	<ul style="list-style-type: none"> Employees: Department will be invoiced for the replacement cost of the device. Students: Device will be considered stolen. MUPD may be contacted to file a report.
<ul style="list-style-type: none"> Damaged Equipment (other than normal wear) 	<ul style="list-style-type: none"> Employees: Department will be invoiced for repair or replacement costs. Students: The borrower will pay to have the equipment repaired or

	replaced. A financial hold may be placed on the borrower's account for the cost of the repair or replacement.
--	---