Equipment Lending Policy

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PURPOSE:

To establish the guidelines associated with borrowing equipment from Student Affairs Information Technology.

SCOPE:

The Student Affairs Information Technology (SAIT) Equipment Lending includes laptops (PC), projectors, and digital cameras and other items that may be expensive to purchase for the projected use by one unit.

In order to borrow equipment from SAIT, you must be a staff member of Student Affairs and your intended use must be to conduct Student Affairs business. This does not include Student Organizations or student groups where a Student Affairs staff member is not present. You must also agree to the SAIT Equipment Lending Policy.

To borrow equipment you must call 5-7210, email help@sa.psu.edu or visit our Helpdesk (222 Boucke Building). You must sign this policy to acknowledge that you agree to its content. Bring your PSU ID with you so our staff can verify your identify. Equipment must be reserved at least two (2) weeks in advance in order to guarantee availability.

POLICY:

1. SAIT’s equipment can only be checked out by Student Affairs staff members, which include work-studies, wage payroll, temps, interns and grad assistants representing a Student Affairs Unit.

2. The unit of the person who borrows the equipment is responsible for it and all its components. All components associated with the equipment must be returned in good conditions. It is the responsibility of the SAIT representative and borrower to verify the condition of the equipment prior to transfer in either direction. All defects and/or marks of damage must be noted.

3. The person who checks out the equipment must be the one returning the equipment and will sign a receipt at both times.

4. Equipment can be borrowed any number of times if it is available and the equipment has been reserved two weeks in advance. EXCEPTION: Equipment may be borrowed on short notice if it is available and the return date is within 24 hours.
5. Laptops may be borrowed for 7 days including weekends.

6. Digital Cameras may be borrowed for 3 days including weekends.

7. Projectors may be borrowed for 48 hours. EXCEPTION: If business is to be conducted away from campus, a projector may be borrowed for 5 weekdays, if the equipment is available.

8. If any equipment or any of its components are returned late, the borrower’s Unit Director will receive a call.

9. If damage or loss of equipment or components occurs, the borrower’s Unit or borrower at the Unit Director’s discretion will be billed for the cost of the repair or replacement including shipping, labor and parts.

10. SAIT reserves the right to revoke your privilege to borrow if there is repeated abuse of equipment. This decision is made at the discretion of the SAIT Director.

11. All files created on the laptops should be saved to a jump drive or a floppy disk. Hard drives will be wiped clean of any files after they have been returned to the Helpdesk.

12. SAIT is not responsible for any lost files on the laptops.

13. SAIT does not guarantee that the laptops’ battery packs will be fully charged.

14. Do not alter the equipment in any way. This includes adding software to the laptops.

15. Report all problems with the equipment to the Helpdesk.

Individuals must read and understand the items above and agree to abide by each.

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