

Technology Equipment Borrowing Policy and Loan Form

Scope: This document covers policies and procedures necessary for the safe loaning of Ivy Tech Technology Equipment for off-campus college-related work.

Effective Date: March 1, 2007

Review Cycle: Reviewed Annually

BORROWERS ARE RESPONSIBLE FOR LOSS OR DAMAGE TO TECHNOLOGY EQUIPMENT

TECHNOLOGY EQUIPMENT THAT IS NOT PICKED UP WITHIN THE ONE HOUR OF THE BOOKED TIME MAY BE LOANED TO OTHERS.

A MINIMUM OF TWO (2) BUSINESS DAYS ADVANCE NOTICE IS REQUIRED TO ENSURE TECHNOLOGY EQUIPMENT AVAILABILITY.

Overview: Technology Equipment is available to all College Faculty and Staff for short-term check-out on a first- come, first-served basis.

Standard:

1. Technology Equipment may be borrowed:

- By Ivy Tech Community College of Indiana Region 9 faculty and staff.
- For the use of: College-related research, instruction, presentations, meetings, and other college-related job duties.
- For the period of: 24 -72 hours
- NOTE: Checkout of Technology Equipment is based on volume and availability. Checkout at the beginning or end of a semester or at other peak times may be limited to shorter durations based on availability and patterns of use.
- To borrow Technology Equipment, proper identification must be presented at time of checkout: Current Ivy Tech Identification card.
- Privileges to borrow Technology Equipment may be revoked or suspended due to the following:
 - Returning equipment late.
 - Returning equipment that is damaged or otherwise not complete or in good condition.
 - Not picking up reserved equipment

- Allowing non-college personnel use the equipment.
 - Installing personal software.
2. To reserve required Technology Equipment, print and complete the online form located on our Website at: http://www.ivytech.edu/richmond/it/Technology_Equipment_.html Also located on the Shareall in the Information Technology folder, under “Forms” (LaptopLoanPolicy.doc) and send it to: Lisa Stickdorn, Room 3410.
 3. If any assistance is needed for setting up or using the borrowed Technology Equipment , please contact Lisa Stickdorn at Ex 3410 or submit your request to: r9helpdesk@lists.ivytech.edu. Assistance for Technology Equipment setup and use is only available 8 a.m. to 5 p.m. Monday through Friday.

The following form should be completed by the IT department and the borrower prior to any equipment being removed from the IT department.

Technology Equipment Loan Form	
Name: _____	Department: _____
Phone Number: _____	E-mail Address: _____
Department Head: _____	
Laptop or Projector Information: _____	
Mouse Needed: yes no _____	
Floppy Drive needed: yes no _____ _____	
Reason Technology Equipment is being borrowed: _____ _____ _____ _____	
Location where borrowed equipment will be used: _____ _____	
Terms of Loan:	
The Technology Equipment indicated above is the property of Ivy Tech Community College of Indiana	

Richmond and is to be used only for the purposes indicated in the borrowing policy.

Period of loan: From _____ To _____

Restrictions of use: _____

I have read and understand the equipment borrowing policy detailed above.

I understand that I am responsible for damage or loss of the above equipment while it is in my care, custody, and control.

Signature of borrower: _____ Date: _____

Authorized by: _____ Date: _____

IT Department Representative

Complete upon return of loaned equipment:

I, _____ (print name), acknowledge receipt and inspection of the equipment listed above.

Remarks: _____

Signed: _____ Date: _____