LAPTOP LOAN POLICY for Faculty/Staff

AVAILABLE EQUIPMENT
The Division of Information Technology is pleased to currently loan laptops to Faculty and Staff for job related academic and business purposes. Students are not eligible to borrow from this laptop pool and are asked to visit the Laptop Lending Labs located in Sprague Library or University Hall.

<table>
<thead>
<tr>
<th>Laptop Models</th>
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<tbody>
<tr>
<td>Lenovo L440 Laptop</td>
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<tr>
<td>Dell E7240 Laptop</td>
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<tr>
<td>Dell E6400 and E6410 Laptop</td>
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<tr>
<td>Dell 5450 Laptop</td>
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*Please Note: The Dell E7240 and 5450 laptops do not have a CD/DVD drive. If one is required, please note such in your laptop lending request.*

All laptops are unjoined from the domain are installed with the standard Faculty and Staff Image and do not contain course-related software. For a listing of installed software, please visit [http://oit.montclair.edu/resources/oit-computer-image.html](http://oit.montclair.edu/resources/oit-computer-image.html). In addition, all laptops are equipped with both wired and wireless network connections.

LENDING PROCEDURE
Faculty and Staff must complete the online equipment loan form, which can be found at: [http://oit.montclair.edu/forms](http://oit.montclair.edu/forms). Submissions must be completed a minimum of 2 business days before the requested loan period. A completed form must contain the user’s contact information and MSU NetID, equipment requested, date and time for pickup and return. Please use the comment section as needed to better describe request needs- especially when requesting multiple laptops. If you cannot pick up the laptop and will be sending someone in your place, please indicate of the name of the person on the form that will pick up the laptop on your behalf. **In order to pick up a laptop you must present your MSU ID Card to the IT Service Desk Representative. If you are having someone pick it up for you, they will need to present their MSU ID Card.**

Laptops loans are for 1 business day and are based on availability.

Special Requests:
- If the request is for an extended period or for multiple laptops, please contact your department first to confirm they do not have a laptop loaner pool.
- Extra approval time will be needed for extended loan periods or multiple laptop requests.
- If your student needs to borrow a laptop for class, please have them borrow one from one of the Laptop Lending Labs.
LENDING PRIORITY
We try to accommodate users on a first come, first served basis except for the following conditions:

1. First priority is given to users whose assigned MSU computer is out for maintenance or repair.
2. Second priority is given to requests for special events.
3. Upon special circumstances, the IT Service Desk can accommodate single unit 30 day loans. Note: There is a limited loaning pool for these requests and must be pre-approved.

User’s will be notified via their MSU email account within 2 days when their request has been received and approved.

NOTE: All efforts will be made to accommodate laptop loan requests – but there is no guarantee that a laptop will be available on the requested day/time.

Last Minute Requests
Laptops requested at the last minute will be given based on availability and future projections.

CLIENTS RESPONSIBILITIES:
By completing the online Equipment Loan Request form, I am accepting the following agreement:

- I understand that I assume full responsibility for the damage or loss of the equipment/material indicated above and I am liable for its repair or replacement.
- If damaged and/or not returned (to a University Help Desk representative at the reception desk on the 5th floor of University Hall during normal business hours) by the date and time specified by a technician, the borrower's department will be charged for its replacement/repair and for laptops considered stolen police report will be filed.
  - Potential Damage Fees-
    - Missing Battery or Power Adapter - $200
    - Lost PC Laptop- $1200
    - Liquid Damage- Cost of the laptop as it is not covered under warranty
    - Other Damages (ex. LCD, Chassis, Keyboard)- Based upon actual repair costs
    - Possible restriction of lending for continuous failure to abide by policy.

- Upon return of your loaned unit to the IT Service Desk, the unit will be immediately prepped for re-loan. Any data left on the machine will be cleaned at this time. It is imperative that while using a loaned laptop that you ensure you have captured your data for transfer before returning the unit.
- Equipment must be picked up by the person reserving the laptop with a valid MSU ID Card unless other arrangements have been made.
- Immediately notify the University IT Service Desk at x7971 regarding any problems with the laptop.
- Return the laptop on the agreed upon date and time. Failure to return laptop on time may result in suspension of rights to borrow laptops.