LAPTOP LOAN POLICY for Faculty/Staff

AVAILABLE EQUIPMENT
The Division of Information Technology currently lends 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 Lab located at the Circulation Desk in Sprague Library.

<table>
<thead>
<tr>
<th>Laptop Models</th>
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<tbody>
<tr>
<td>Lenovo L440 Laptops</td>
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<tr>
<td>Dell E7240 Laptops</td>
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<tr>
<td>Macbook Pro Laptops</td>
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<tr>
<td>Dell E6400 and E6410 Laptops</td>
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*Please Note:* The Dell E7240 laptop is not equipped with CD/DVD drive. The Macbook Pro does come with a Mini DisplayPort to VGA Adapter.

All laptops are unjoined from the domain and installed with the standard Faculty and Staff Image. This images does not contain any course-related software. For a listing of installed software, please visit http://www.montclair.edu/oit/tech-solutions-center/help-desk/software-available-faculty-staff/software-standard-oit-image/. 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. 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 Help Desk Representative. If you are having someone pick it up for you, they will need to present their MSU ID Card.**

*Please Note:* Laptops can be loaned out for a maximum of 5 business days 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 the Circulation Desk Laptop Lending Lab.
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. All loans are made for a 24 hour period with the exception of #1 above.
4. Any other long term request (2-3 days) must be approved by the IT Technology Support Services Manager.

The requestor 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**
    - Lost Mini DisplayPort to VGA Adapter - $29.00
    - Lost Battery- Priced per unit
    - Lost Power Adapter- Mac $79.00|Lenovo $59.99| Dell $85.99
    - Lost MacBook Air- $1,533.12
    - Lost PC Laptop- $841.00
    - Liquid/Accidental Spill 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.

- 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 Help Desk at x7971, option 1 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.
- Be sure to backup any personal data from the laptop – all data will be erased by a University Help Desk technician upon return of the laptop.

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