

## **Loaner Equipment for Faculty and staff for on or off-campus use:**

**Purpose/Policies:** Tech Services provides laptops, netbooks, iPads and clicker sets for check-out by faculty and staff for work-related use. Equipment is not intended for ongoing or personal needs. Equipment may be checked out for a maximum of two (2) weeks. We ask that you wait one week before checking out the equipment again so that others are given a chance to use the equipment. Failure to return equipment on time may result in the loss of future technology equipment checkout privileges.

To reserve the equipment, please submit an Alverno Service Desk request, come to the Computer Center in RC 109B or call the Help Desk at x6700. Equipment must be picked up in person in the Computer Center during lab hours.

The Computer Center schedule is available at <http://www.alverno.edu/techserv/computercenterinfo/hours/>  
Faculty/staff will need to sign the necessary paperwork to complete the reservation.

### **Return Procedures:**

Equipment must be returned by 3 p.m. on the due date so that staff has time to prepare equipment for the next checkout. The borrower is responsible for replacement of unit if lost, damaged, or stolen.

- If possible, please re-charge the battery before returning the equipment so that the next user will have a fully charged battery.
- When dropping off the equipment, please go over the inventory list with the person checking in the equipment to insure all the items are returned. The Equipment Check-Out Request Form lists the accessories/supplies that come with the equipment.
- If you experienced problems with the equipment, please inform the person checking in the equipment.
- Files should be saved to a flash drive instead of the device. Anything saved to one of the laptops will be erased by the security software when the computer is rebooted. The netbooks and iPads will be re-imaged upon return which will delete anything saved to those devices.

Questions about the Tech Services Loaner Equipment or policies may be directed to the Help Desk at x6700.