Loaner Equipment Guidelines

Technology equipment, such as computers and projectors, is available through the ITS Loaner Program for check out by any currently employed faculty or staff member with a valid BearID. The ITS loaner program is a service provided to Baylor faculty and staff for university-related purposes only. The equipment becomes the responsibility of the faculty or staff member at check-out time. Encryption software will be installed on all checkout laptops, which will require a password setup at the time the loaner laptop is picked up from ITS. Please allow extra time for this purpose. Because all laptop computers must be reimaged and encrypted, all reservations must be made at least one business day (24 hours) prior to the day that the equipment is needed. The maximum length of time for a loaner is three weeks. Only one item of each available type of equipment can be checked out at a time. Equipment must be returned by noon on the date that it is due. Participants in the Loaner Program are expected to follow the Proper Use of Loaner Equipment Guidelines. If equipment is lost or stolen, a police report must be filed. Any exception to this guideline must be approved.

If the faculty or staff member fails to return equipment and all its components on time, they will be subject to the sanctions listed below:

- Loss of check-out privileges for the next semester may occur under the following circumstances:
  - Equipment not returned on time 3 times in one year.
  - Not returning equipment in proper condition according to the Proper Use of Loaner Equipment Guidelines.

- The use of this equipment is governed by the Technology Systems Usage Policy BU-PP 025. Please note that sanctions established in that policy may include but are not limited to, suspension of technology privileges, termination of employment, and criminal prosecution.

The Loaner Program was established to provide access to equipment needed by faculty and staff when traveling for university business purposes, working on special university-related projects from home, or for other extenuating circumstances. Due to the limited number of laptop computers and projectors in the Loaner Program, these guidelines were created to ensure fair and appropriate distribution of equipment and to establish the expectations for proper use of the equipment in the Loaner Program.

The ITS loaner program is a service provided to Baylor faculty and staff for university-related purposes only. Signature from the faculty/staff members requesting the equipment is required on the checkout form. This signature indicates agreement to this stipulation and acceptance of responsibility for the care of the equipment borrowed. Violation may make the borrower subject to the cost of repair or replacement of the equipment in the case of damage or loss.

If traveling abroad, please visit the following website to register your trip before submitting a loaner request form:
To request a reservation for this equipment, please fill out and submit the form by clicking here.

Contacts:
Client Services 254-710-4357
ITS Hardware Services 254-710-6520

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