Proper Use of the Loaner Program Equipment Guidelines

All loaner equipment is tested and confirmed to be in good working order at check-out time. A printed list of all the components included with the equipment will be provided at check-out time. Once you take possession of the equipment, it is your responsibility to see that all items are returned in good and working order. The following extra precautions need to be made while the laptop is in your possession:

- All laptops need to be physically secured while traveling.
- Do not leave equipment visible in an unattended car, and always lock the car.
- Keep a close watch on the equipment while at airports and other public facilities.
- Do not store confidential information on the checkout laptop. This includes but is not limited to social security numbers, credit card numbers and driver’s license numbers. Failure to comply is a violation of the BU-PP-025 Technology System Usage policy and will be handled accordingly.

It is the responsibility of the client to remove all needed files or copies of data before checking in the equipment. Any files or personal data left on the loaner equipment will be permanently erased by ITS. ITS will **not** be responsible for any files or copies of data left on the loaner equipment.

All equipment will be checked when returned. All broken or lost components will be repaired or replaced by ITS at the expense of the client who checked out the equipment. Improper use of equipment or its components or failure to report accidental breakage may result in a termination of loan privileges. An appropriate amount of time is required to properly check-in all components of the equipment, reconfigure the computers, and recharge batteries.

In the event that the loaner equipment is stolen, it will be the responsibility of the client to file a police report with the proper authorities. ITS should be contacted immediately to obtain the proper BU ID and equipment model numbers. In cases where the loaners are being taken out of country, ITS will provide the information that would be needed for the proper authorities. Please keep this information in a separate, secure location.

The deadline for returning all equipment is **noon** on the date that it is due so that sufficient time is allowed to get the equipment ready for the next client. If equipment cannot be returned on time, please contact ITS Hardware Services prior to the due time at 254-710-6520. Termination of loan privileges may be imposed for repeated late returns.

If you need assistance with the equipment or software support during the check-out period, please contact the Help
Contacts:
Client Services - 254-710-4357
ITS Hardware Services - 254-710-6520

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