

Policy #:	Title:	Effective Date:
Fac/Staff-006	Equipment Loaner Pool for The University of Findlay Faculty/Staff	06/01/2008

Policy Description—Currently, faculty and staff of The University of Findlay may check out available technology equipment (shown on the online reservation request form) for on-campus and/or off-campus use at the UF Haven (425 Frazer St.). The equipment is available by online reservation or on a first-come/first-served basis. The equipment may be borrowed for the maximum of two weeks (unless otherwise arranged). The respective department will be charged for damaged, stolen or lost equipment. Charges will cover repair and/or replacement of the equipment and/or components, up to the current market value.

Definitions—

Rationale for Policy—

To establish fair-share usage rules for the equipment in the faculty-staff loaner pool and to protect UF assets.

Responsible Department/Person—Information Technology Services/Technical Administrative Assistant

Reference/Related Information—

Software— Each laptop includes Internet access, Microsoft Office, Internet Explorer and Firefox, and other standard software.

Alternate Software— These laptops are configured with the most commonly used software, however they do not provide the full suite of software available in The University of Findlay Computer Labs.

Saving your work—A program called Deep Freeze is installed on the laptops to ensure they remain virus free, are properly configured, remain as trouble-free as possible and preserve the privacy of each user's work. This software completely cleans the computer upon re-boot, including removing all user-created files. You may save data to external media, such as a floppy disk, CDRW or USB drive. Faculty and staff may also save their work to their user shares on the UF network or email files to their email accounts.

Who should be notified about this policy—Faculty and Staff

Issue Date: 06/01/2008

Modification History-