

IT Equipment Loan Policy

The purpose of The School of Education's IT loan equipment is to enhance learning and teaching by making technologies available across the School.

The purpose of this policy is to ensure maximum, efficient and fair allocation of a **limited stock** of high-demand and specialist equipment, for loan periods of up to four weeks.

The Policy refers to all IT / AV equipment loaned from the School's IT inventory and is available for loans for variable lengths of time dependent on availability of the item or nature of the requirement (e.g Events, Study Schools, Study Leave etc)

For further details of equipment available and type of loan, please refer to the table below: Full details of loan equipment are available from Patrick who administers the School of Education's IT Equipment inventory.

Equipment	Loan basis available
Laptops	Short and medium term basis
Cameras	Short term basis
Dictaphones	Short, medium term basis
iPads	Short term basis
Webcams	Short and medium term basis
Headphones	Short term basis
Adaptors	Short term basis
Transcribing software & pedal	Short term basis
Projectors	Short term basis
Speakers	Short term basis

- Short term basis: **0-7 days**
- Medium term basis: **1-4 weeks**

Borrowers agree to adhere to all terms and conditions outlined in this Policy:

- 1) Requests to loan IT equipment must be made via the SoE [IT Loan Request Form](#). Patrick will respond to you in relation to your request.
- 2) A minimum of two weeks notice is required for all loan items to fully review, update, charge and prepare equipment to ensure suitability for loan.
- 3) Requests to borrow IT equipment are not guaranteed if insufficient notice period is given to thoroughly prepare the item for loan.
- 4) Due to the limited number of staff computers, the department cannot accommodate requests for desktop computers for home use for staff. We can however make provisions on a first come first served basis during study leave periods only.
- 5) All items must be returned on or before their due date.
- 6) All equipment MUST be returned to Patrick personally and signed off on the Equipment Returned Form. Items must NOT be left unattended on his desk.
- 7) Borrowers are responsible for loss or damage to School equipment.
- 8) In the event of an item being lost or stolen, the lender must report the incident to the police as soon as possible and obtain a crime reference number. A report of the incident must then be written up and sent to the Operations Manager with the crime reference number.
- 9) Requests to borrow IT equipment might be refused due to:
 - Repeatedly returning equipment which is damaged or incomplete
 - Equipment is repeatedly returned late
- 10) Equipment that is not collected within one day of the booked time may be loaned out to others.
- 11) Individuals who have overdue items outstanding will not be permitted any further loans until the overdue items have been returned.
- 12) An equipment loan may only be extended with approval. Please contact [Patrick](#)
- 13) In exceptional circumstances loan items may be recalled prior to the return date. For example: an item may be recalled by the manufacturer due to safety concerns. A suitable alternative solution will be offered.
- 14) If any assistance is needed for setting up or using the borrowed IT equipment, please advise this on the SoE [IT Loan Request Form](#)