



## University of Mary Washington Equipment Loaner Program

### Summary of Program:

To provide faculty and staff a more convenient way to use UMW equipment, DoIT has instituted an “Equipment Loaner Program”. Equipment available for check out includes: laptops (PC and Mac), tablet PCs, video cameras, photo cameras, and portable projectors (“loaner equipment”). Loaner equipment can be checked out for a specific amount of time to give an employee access to loaner equipment on a short-term basis.

Please note that:

- Loaner equipment is not provided to function as replacements for existing equipment or for any other purpose.
- There is a limited supply of loaner equipment available for check out.

### Prior to checking out equipment, you must:

- Read and complete this form. Be sure to fill out all of the required information on the front.
- Complete a checkout and liability form (“Equipment Loaner Agreement”) acknowledging and accepting responsibility for the loaner equipment checked out to you.
- Provide a current and valid Faculty/Staff UMW ID card demonstrating that you are currently employed and in good standing with UMW. Loaner equipment cannot be checked out without your Faculty/Staff UMW ID card. NO EXCEPTIONS!
- Provide a second form of official identification (with photograph), such as a state issued driver’s license or ID card.

### EMPLOYEE INFORMATION SHEET

**Employee Name:**

**Work Phone:**

**Office Location:**

**Department:**

**Department Chair:**

**Home Phone:**

**Home Address:**

## EQUIPMENT LOANER AGREEMENT

The following agreement between the department and faculty/staff member (“employee”) named on Page 1 of this package covers the terms and conditions of the Equipment Loaner Program.

The employee and the department volunteer to participate in the Equipment Loaner Program and agree to adhere to the applicable guidelines and policies. The employee understands that being part of the Equipment Loaner Program is not an employee benefit, entitlement, or right.

**Duration:** The department and the employee agree to a:

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|--|--|
| <input type="checkbox"/> Dell Laptop 505     | <input type="checkbox"/> Cannon Digital Camera |
| <input type="checkbox"/> Dell Laptop 600     | <input type="checkbox"/> Epson Projector 1     |
| <input type="checkbox"/> Dell Laptop 620 (1) | <input type="checkbox"/> Epson Projector 2     |
| <input type="checkbox"/> Dell Laptop 620 (2) | <input type="checkbox"/> Sharp Projector       |
| <input type="checkbox"/> Dell Laptop 630     | <input type="checkbox"/> NEC Projector         |
| <input type="checkbox"/> Toshiba Tecra M4    | <input type="checkbox"/> Sound Board           |
| <input type="checkbox"/> Toshiba Portege’    | <input type="checkbox"/> Projector Screen      |
| <input type="checkbox"/> Mac Ibook           | <input type="checkbox"/> _____                 |

loaner agreement **from** \_\_\_\_\_ **to** \_\_\_\_\_ unless unforeseeable conditions require cancellation. If cancellation is required, the employee will be contacted by the DoIT Business Office at the first possible opportunity.

**Financial Responsibility:** The department of the Equipment Loaner Program employee must agree to accept full financial responsibility for the costs associated with repair and/or replacement of the loaner equipment if it is damaged, lost, or stolen. If the loaner equipment is damaged, lost, or stolen, the faculty member will be required to notify the DoIT Business Office immediately and work with Campus Police as deemed appropriate.

**Purpose of the Loan:** The main purpose of the Equipment Loaner Program is to provide a more convenient way for a UMW employee to use loaner equipment in their classes.

**UMW Rules and Appropriate Usage:** All Commonwealth of Virginia policies concerning appropriate usage of state resources apply to this agreement.

**Student Usage:** The loaner equipment must be checked out by a UMW faculty or staff member. The faculty or staff member may allow students to borrow the equipment if necessary. The faculty or staff member assumes full responsibility of the equipment while it is in the student’s possession and is responsible for any loss or damage that may occur.

**Technical Support:** The loaner equipment will include a \_\_\_\_\_ year on-site warranty repair contract. The employee must call the DoIT Business office if loaner equipment repairs are required. All calls for technical assistance must go through the Help Desk office at 540-654-2255. The Help Desk will contact the appropriate support staff to provide the repair needed, but is unable to guarantee repair of loaner equipment within a specified time frame.

**Virus Protection:** The employee checking out a laptop or tablet PC is expected to protect the laptop from computer viruses and worms. DoIT will provide instructions on how to complete the virus updates once a statement specifying that the employee is expected to follow those instructions consistently is received.

**Sensitive Information:** The employee will apply approved safeguards to protect UMW materials from unauthorized disclosure or damage. Because the loaner equipment is provided for classroom usage, sensitive information will not be stored on it. The employee accepts responsibility for any information stored on the loaner equipment.

**Equipment and Supplies:** The employee is responsible for transporting and connecting loaner equipment in the classroom where he/she teaches. The employee must take reasonable and prudent precautions to protect loaner equipment against damage, loss, or abuse while in the employee's care, custody, and control. Loaner equipment may be used for official State business only. Loaner equipment is serviced and repaired **ONLY** by UMW or their warranty providers.

**Inventory Tracking:** The loaner equipment will exist on a DoIT inventory account. The employee could be required to bring the loaner equipment in for inventory verification at designated places and times.

**UMW Liability:** UMW will not be responsible for damages or losses that occur to the employee's personal equipment, software or data resulting from participation in this program or from equipment failure or other causes.

**Computer Equipment Guidance and Care:** Loaner equipment is for college-related business/lectures only. You may not use loaner equipment for unlawful purposes, personal use, or for work for other employers. Other persons besides the UMW employee may **NOT** use loaner equipment or computing resources.

Alteration/expansion of loaner equipment provided for the Equipment Loner Program must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra personal software) without DoIT's expressed authorization.

Employee should remove all files, including personal files, prior to returning the loaner equipment. The loaner equipment will be imaged upon return to the Help Desk Office. DoIT will accept no responsibility for maintaining any files left on the loaner equipment upon their return.

Loaner Equipment no longer used by an employee must be returned on his/her next day in the office. The loaner equipment must be returned in operable condition. Normal wear and tear on the loaner equipment is expected and will not incur a charge to the borrowing department. If the loaner equipment is returned in damaged or inoperable condition, the employee's department will be charged for the full repair/replacement cost. DoIT will check the condition of the loaner equipment after it is returned to verify that it is in the agreed upon condition.

Software used by an employee is subject to the same UMW restrictions on duplication and unauthorized usage as software used in the office. Only software with valid licenses should be loaded on the laptops. The employee will be held liable for any illegal software loaded on the laptop.

**Exiting the Program:** DoIT may end the employee's participation in the Equipment Loaner Program at any given time if the loaner equipment is not being used in accordance with this agreement.

The employee will be required to return the loaner equipment on the date specified above. If the loaner equipment is not returned on time, the employee will lose the right to further participate in the Equipment Loaner Program.

**Check Out Information**

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**Check Out Date**

**Loaner Equipment**

**Condition of Equipment Before Check Out**

Excellent       Good       Poor

**Peripherals**

Mouse       Power Cord       Ethernet Cable       USB Card Reader

**UMW Employee Name (Print)**

**Signature**

**Date**

**Employee Supervisor (Print)**

**Signature**

**Date**

**DOIT Staff (Print)**

**Signature**

**Date**

**DOIT Supervisor (Print)**

**Signature**

**Date**

**Check In Information**

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**Check In Date**

**Return Date**

**Condition of Equipment Upon Return**

Excellent       Good       Poor

**Peripherals**

Mouse       Power Cord       Ethernet Cable       USB Card Reader

**UMW Employee Name (Print)**

**Signature**

**Date**

**DOIT Staff (Print)**

**Signature**

**Date**

**DOIT Supervisor Name (Print)**

**Signature**

**Date**

**Distribution - Send the Program Forms to:**

**Original:** DoIT Business Office

**Copies:** Manager/Supervisor/Equipment Loaner employee  
User Services Help Desk Manager