

Department of Earth Science & Engineering

Computing Equipment Loan Policy

The Loan Program

A limited stock of computing equipment (laptops and peripherals) is available for short-term loan. These units are not intended to replace primary College site computers, file storage or backup arrangements. They are available to students and members of staff who:

- Need to perform work off-site or during field trips.
- Need to take minutes or notes at meetings or conferences.
- Need to make presentations at meetings or conferences that involve computer-based visual aids.
- Need a computer for work while their computer is unavailable due to servicing.

Borrowers are liable for the equipment until they return it and they are responsible to protect the equipment from loss, damage, and unapproved configuration changes. Any special software required is to be installed, if available, by the Department, not the borrower.

As the computing equipment is generally available on a first-come first-served basis, staff or students should make reservations in advance giving a minimum of a two-week's notice. Staff and students can have only one laptop and/or one external hard disk on loan at a time. The Department does not guarantee the availability of computing equipment and may deviate from the first-come first-served process at its discretion.

This policy statement defines the responsibilities of the borrower. Staff and students must agree to the terms in the policy by reading and signing a copy of the Computing Equipment Loan Agreement Form prior to their first loan. The agreement form is valid for the current academic year and must be completed annually. The Departmental Computing Officer will keep the signed copy on file for future reference.

Loan Procedure

Staff and students can initiate a computing equipment loan by completing and signing a Computing Equipment Loan Agreement Form and returning it to the Departmental Computing Officer. Staff and students must provide the following information:

- Timetable for use (maximum of two weeks).
- Intended use.
- Anticipated travel with unit.
- Any special requests for software not normally installed on the laptop.

Staff and students will be asked for their College ID card before the equipment is loaned out. Loans for more than two weeks require approval by the Computing Manager. Please note that the Department cannot guarantee that an IT consumable, laptop or external hard disk will always be available. The computing equipment is available on a first come first served basis and a minimum of two-weeks notice is required in advance of the reservation.

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Staff and students are required to report any problems experienced with the equipment during their lease period. If the borrower does not return the laptop by the predetermined deadline, the Department will contact the borrowing employee to request its immediate return.

Non-compliance

Equipment, which is lost, damaged, or excessively late will result in the borrower being responsible for the full replacement of the cost of the borrowed item(s). Replacement and/or repairs will be the sole responsibility of the borrower.

Contact, Pickup and Return Information

Please make all Computing equipment loan arrangements through the Department. The contact for this service is:

Name: **Theo Papadopoulos**
E-mail Address: **ese-it-loans@imperial.ac.uk**
Location: **RSM 2.30**

A copy of this policy statement and the loan agreement form are available on the College Web site at <http://www3.imperial.ac.uk/earthscienceandengineering/local/computing/policies>. Completed self-printed versions of these Web documents will be accepted.

Pick up and drop-off laptops during regular business hours at RSM 2.30. If other arrangements need to be made for pickup and drop off, the Department must be given at least 48 hours notice.

It is the borrower's responsibility to test and verify that the equipment is functioning properly.

The working condition of the equipment will be assessed upon its return.

Modifying the Standard Configuration

The computing equipment loan program has been designed to provide consistent service, adequate user support, and to ensure network compatibility. Laptops available for loan are effectively identical to the laptops available for permanent use and the College's standard applications have been installed.

The borrower is not to install any computer hardware or additional software on the borrowed computer. The borrower should request special software on the Loan Agreement form and the Department, at its discretion, will install the requested elements.

Unauthorized copying of software is a violation of the College's acceptable computer use policy. It is also illegal.

The Department will take disciplinary action against any member of staff or student who installs hardware or software without prior permission.

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Maintenance

The borrower is liable for damages caused by:

- Unreasonable use, abuse, neglect, and alternations.
- Improper service, improper installation, and improper connections with peripherals.

Staff and students using the computing equipment loan service should contact the Computing Officer to notify the Department of any problems encountered during their loan period.

Security

Users are responsible for taking proper care of loaned laptop units. In order to avoid damage, loss, or theft, please follow these guidelines:

- **Airports:** Never leave the laptop unattended. Do not check the laptop as baggage. Exercise diligence in watching the laptop as it is passed through any security devices.
- **Cars:** Keep the car locked and the laptop out of view. Ensure that the laptop is securely stored so that it does not slide while driving. Avoid storage of the laptop in a car during very hot or very cold weather.

If the equipment is lost or stolen, a written or e-mail report must be filed within 24 hours to the Department.

If the equipment is lost, damaged, or stolen, the employee responsible for that laptop will have to describe to their management the circumstances surrounding the loss, damage, or theft.

Data on loaned equipment

The equipment will be reset upon return and therefore all content will be erased and no longer be available. Users are responsible for performing their own data backups.

The Department is not responsible for any files left on any laptop or for loss of, or damage to, a user's files during the loan period. The Department is also not responsible for any computer viruses transferred to, or from, a user's external storage while using the equipment.

Visiting Academics & Contract Employees

If required, visiting academics, contract workers or consultants in the College's employment are eligible for the loan of a laptop for the duration of their stay. In the event of laptop loan from the Department, a current member of staff overseeing the work of the visiting academic, contract worker or consultant must sponsor the loan of the laptop. That member of staff may be held partially responsible for any damages incurred.

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Computing Equipment Loan Agreement Form

Academic Year 2013/2014

I _____ with CID _____
hereby agree to the following terms and conditions when borrowing equipment from the
Department of Earth Science and Engineering of Imperial College London.

Regarding Initial Equipment Condition:

- The equipment has been tested prior to loan and has been verified to be functioning properly.
- The equipment will be reset upon return; all content will be erased and no longer be available.
- I am responsible for reporting any damages or equipment malfunctions immediately.

Regarding Damages:

- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.
- I am required to return all equipment and report any equipment malfunctions immediately.

Regarding Lateness:

- I agree to return the equipment to the Computing Support Officer no later than the closing time on the day it is due.
- All equipment loan extensions must be requested prior to the due date.
- I will be charged for the full replacement cost of the item if it falls more than 2 weeks overdue.

I understand the above and will accept any charges incurred.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I am personally responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

Signature

Date