



Title: Computer Loan Policy
Effective Date: September 24, 2019
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Assistant Vice President of Information Technology and Chief Information Officer
helpdesk@mercer.edu, 478-301-7000

Purpose

Information Technology will provide a loaner computer to Mercer employees upon request, based on the stated criteria and availability.

Scope

This policy applies to computer loans for work-related use by Mercer University employees.

Exclusions

Computer loans are not for classwork or personal use. Apple devices are not available for loan.

Policy Statement

Pre-approved Computer Loan Requests (no service fees)

A loaner computer will be provided by IT at no charge to the customer under the following conditions:

- **Failing or inoperable device:** While a customer's primary device is undergoing repair or troubleshooting from an Information Technology technician or approved vendor, a loaner computer may be supplied upon request. The customer's secondary device or department floater should be used if available in lieu of an IT loaner.
- **New employee:** A temporary loaner device may be supplied if a new employee is beginning work and a new computer has not arrived but the purchase process has begun.
- **Lost or stolen computer:** Upon the event of a client's computer being lost or stolen, Mercer IT will provide a loaner computer while arrangements for the redeploy of an existing system or purchase of a new system are made.

Other Computer Loan Requests (service fees apply)

Other computer loan requests include but are not limited to requests that do not meet the conditions listed above in the “Pre-approved” section (e.g., for travel, special events, and presentations).

- Other computer loan requests will incur an initial fee on the first day and a subsequent fee for each additional day.
- Single computer loan requests require at least two business days for processing, approval, and preparation of the equipment.
- Multiple computer loan requests of three or more computers (e.g., for an event) require at least one week for processing, approval, and preparation of the equipment.
- The customer is responsible for any damage incurred to the equipment and is responsible for the cost of replacement or repair of the computer if loss or damage does occur during the period of the loan.
- The department is responsible for loss/damage replacement costs, and these will be provided when needed.

Additional Resources

For a list of fees, visit: Services & Fees | Faculty | MU Information Technology:
https://it.mercer.edu/faculty/hardware_software/purchasing/services&fees.htm

All charges must be processed via cash, check, or provision of a University operational cost center. IT is unable to handle charges through a University grant account.

Website Address

<http://it.mercer.edu>

History

Approved by the Executive Vice President of Finance and Administration on September 24, 2019.