

School of Social & Cultural Studies

## **School Equipment Borrowing Policy**

Last updated: 19 January 2007

### General Use of Equipment:

1. The School laptops (2 Apple, 1 IBM) and associated equipment serve the computing needs of School staff in their University related activities. This equipment is primarily intended for classroom and educational use, not for personal use or other purposes off campus. The laptops may be used off campus, though, for short duration, where it is for university business or research.
2. Honorary staff and Postgraduate students may access the equipment for the above purposes but staff will have precedence. The laptops may also be used for conferences and workshops but classroom use will take precedence.

### Eligible Borrowers:

3. Ongoing, tenurable and fixed term School of Social & Cultural academic and general staff, upon presentation of a valid UWA staff card, are eligible to apply for loan of the equipment. Post-Doctoral and Honorary Fellowship staff and Postgraduate students are also eligible to apply; however precedence will be given to staff in teaching positions.
4. Undergraduate students, members of the public, and staff members outside the School are not eligible to borrow the equipment.

### Borrower's Agreement:

5. Borrower's must sign a completed Borrowing Request Form stating they understand and agree to the terms and conditions of this policy. The Borrower's Agreement is on the back of the Request Form.

### Loan Period

6. A maximum loan period of three (3) days applies to all equipment. A Borrower may request the equipment for more than three days through a written application lodged at the School at least two (2) weeks prior the requested starting date. The application must include a brief summary of the reason for an extended loan period. Such applications will only be approved under exceptional circumstances.
7. Equipment borrowing can only be renewed while signed out through written application to the School Office, subject to equipment availability. Borrowers shall be required to return equipment immediately upon request by the School.

### Fees

8. The loan of this equipment is free to eligible staff and Postgraduate students. If additional equipment is required, it is the responsibility of the Borrower to provide it.

### Cancellation

9. Cancellation of reserved equipment must be made 48 hours before scheduled start time. Borrower agrees to return the equipment on the agreed upon date and acknowledges that failure to promptly return the equipment when due or recalled may result in loss of borrowing rights.

### Installing/Removing of Software

10. Borrowers are not permitted to install (including shareware, open source material, or personally owned software) or remove any software off the equipment under any circumstance. If a particular program is required, a written application may be made to the school detailing the software required; the School and/or Arts IT reserve the right to refuse an application and to charge the individual the cost of any licenses required.

### Installing/Removing of Hardware

11. Borrowers are not permitted to remove any hardware from the laptop itself, nor any of the peripherals. Borrowers are permitted to use external keyboards, mouse, printer and/or data output device after ensuring the item(s) is compatible.

### Files

12. Files should be saved to a folder, with the Borrower's name, on the computer throughout the duration of the loan. The folder should be deleted prior to being returned. Any personal files accidentally left on the computer will be deleted during maintenance, and the School accepts no responsibility for any lost files.
13. In accordance with the University's Policy on Privacy of Electronic Material, Borrowers should not access another Borrowers personal file in the event that it is accidentally left on the computer.
14. Borrowers are reminded it is against University policy to create, obtain, store, transmit or display offensive material on the equipment. The downloading and/or sharing of illegal material is strictly forbidden. The borrower will sign to this effect in the Borrower's Agreement.

### Ergonomics

15. A copy of the UWA Guidelines for the Use of Laptops is stored with the equipment and must be read by the Borrower prior to equipment use.

### Borrowing Procedure

16. Borrowers must complete a Booking Request form and submit it to the School Administrative Officer, located in G21 on the ground floor of the Social Science building, or sent to MBDP M257. The response will be sent by email.
17. Equipment available includes:
  - G4 iBook (located in the Arts Building)
  - IBM R50 Laptop
  - Apple Powerbook
  - Digital Camera
18. Access passwords will be given upon collection of the equipment, and must not be disclosed other parties under any circumstances.

## Borrowing Request Form & Borrower's Agreement for the School Laptop Equipment

Please print out this form, complete it, and forward it to the School Administrative Officer, by hand or in a sealed envelope marked 'M257'. You will be advised by email of the outcome of your request.

First Name	
Last Name	
Discipline	
Office & Mailbag number	
Email Address	
Telephone Number	
Fax Number	
Number of days equipment required	<input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> More than 3 days (Please attach reason)
Dates required	
Primary use	<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Conference <input type="checkbox"/> Other, please specify:
Patron type	<input type="checkbox"/> Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Honorary Fellow <input type="checkbox"/> Other, please specify:
Equipment required	<input type="checkbox"/> iBook <input type="checkbox"/> IBM <input type="checkbox"/> Powerbook

I, \_\_\_\_\_, agree to the Laptop Borrowing Policy and Borrower's Agreement. I understand the terms and conditions stated in the Policy and Borrower's Agreement, and will adhere to them accordingly.

I agree to read and adhere to the University Communication Services Policies and Regulations while using borrowed equipment.

I understand and agree that all borrowed equipment is my responsibility once on loan, and that I may incur financial penalties for any equipment damage or loss.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

School of Social and Cultural Studies

## **Borrower's Agreement**

Once the borrower has examined the equipment to ensure that it is suitable for his/her purposes, he/she must agree to abide by all the terms and conditions of this policy including, but not limited to, using the equipment exclusively for official UWA business.

Borrower will take due care, follow all safety rules and accompanying instructions with respect to the operation of the equipment, and use the equipment only for the purpose for which it was designed. The borrower agrees to accept responsibility for the maintenance, control, and safekeeping of the equipment while it is signed out in his/her name and to return the equipment in good order and condition as it currently is, ordinary wear and tear alone excepted.

Should the equipment be lost, stolen, or in the estimation of the Head of School, irreparable damaged during the period that it is signed out in the Borrower's name, the Borrower agrees to pay the insurance excess.

The Borrower will abide by all the University's IT policies as set out on University Communications Service website

Staff:

<http://www.uwa.edu.au/web/staff>

Students:

<http://www.uwa.edu.au/web/students>