IT Equipment Checkout

Quick Tips:

- Common IT related items available for checkout can be found in the IT library in Populi and on this page.
- If you'd like to check out an item please contact the IT staff by either submit an IT Helpdesk Ticket or by emailing.

Check-Out Procedure

If you are looking to check out hardware from the IT equipment library, please refer to the following guidelines:

General instruction

1. Browse/search our inventory on Populi (you must be signed in).
2. Determine the hardware needed and submit an IT Helpdesk Ticket or email to create on IT Helpdesk Ticket to the help desk requesting check out.
   - Detail in the request what hardware you need, what you need it for and when/how long you need it.
3. Pick up hardware from the room 108 of the Main Lab.

Additional Information

1. To extend your loan contact IT staff via an IT Helpdesk Ticket or by email and *request* a check-out renewal.
2. Check-out durations can be requested in day, week, month, semester and yearly increments. Justification and approval are needed for durations longer than 1 day.
3. Items cannot be checked-out to patrons that have overdue items. Once all items have been returned, patrons can once again check-out items as normal.
4. Hardware items should not be taken without express permission of IT staff.

Check-In Procedure

1. Please return it directly to IT staff in room 108 (unless other arrangements have been made).
2. To avoid late notices, return item within designated check out period and in good condition.
3. Items must be checked in before they can be loaned to someone else.
    - Items may not be passed on to others that have not individually checked them out without express permission or instruction from IT staff.

Leica Camera

1. Leica cameras are only available for check-out periods of 24 hours unless special justification is given, such as semester-long need for classwork, or direct request from faculty.
2. Leica cameras must be returned in person to an IT staff member during normal business hours.

Revision #30
Created 12 February 2019 23:18:44
Updated 27 August 2024 19:26:30 by Bruce Gardner