

Document Information

1. Document Details

Title:	Loan of Equipment Procedure
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Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	Sept 2024	Creation of the Loan of Equipment Procedure	-

3. Relevant Existing/Related Documents

MTU Fixed Asset Policy v3, par 30 requirement for a Loan of Equipment Procedure,
Staff Machine Replacement Policy (IT), v1 s4

4. Consultation History

This document has been prepared in consultation with the following bodies:

VP Finance & Operations, IT Services, Fixed Asset Team, Staff Union Correspondence
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5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
VP Finance & Operation	03/10/2024	Approval of Procedure
Executive		For information

Loan of Equipment Procedure

1. Purpose

This procedure outlines the process for staff and students of the university to borrow equipment, for academic, research, or administrative purposes. The aim is to ensure proper usage, tracking, and maintenance of university-owned equipment.

2. Scope

The University's Fixed Asset Policy provides that "Assets may be loaned to staff members or students to facilitate them in carrying out their duties or studies. The Fixed Asset section of the Finance Office shall maintain a central repository of all signed and approved assets that are on loan including who is responsible for the asset whilst on loan and the authorization from the relevant officer."

This procedure covers equipment used for one-off events, equipment being permanently located off-site and regular loans.

3. Eligibility

All full-time, part-time, and temporary staff are eligible to request equipment for academic or administrative purposes.

Registered students may borrow equipment for approved academic and research activities. A supervisor's approval will be required.

4. Compliance

Borrowers must comply with all University policies related to the use of its property and equipment. Failure to adhere to this procedure may result in suspension of borrowing privileges and further disciplinary action.

5. Procedure Approval

This procedure requires the approval of the Vice President for Finance and Operations and changes to the procedure should be notified to the University's Executive.

Categories of Equipment

6. Categories of Equipment

The loan process will vary depending on the category of equipment and its use. There are three main categories of equipment: Laptop computers, Minor Audit Visual Equipment and All other Equipment and these are detailed in this procedure

7. Laptop Computers & Tablets

The university may provide staff with laptop computer or devices and per the Staff Machine Replacement Policy, since 2021 the university operates a one machine per staff member policy. Where a laptop is or device is replaced in line with that policy then the original device, will need to be returned to the university, where it may be officially disposed or reallocated.

It is assumed that staff may regularly bring their laptop computer or tablet, home or off-site to other work-related events. There is no requirement for staff to apply for a loan of such equipment or notify the university when moving these devices offsite.

Where the laptop computer or tablet is temporarily assigned to a student then the loan should be recorded by the issuing department or office using the Loan of Equipment Form (FA01)

Specific terms and conditions have been set by IT Services for the use of laptop computers and these are included in the Appendix

8. Audio Visual Equipment

Where small items of AV equipment are issued to staff or students for an event or part of an academic programme on short-term loans, these are usually signed out and signed in by the technical staff in the issuing department or office and there is no requirement to submit a Loan of Equipment Form or record these movements on the university's asset tracking system.

9. All Other Equipment

For all other equipment issued to staff or students, a loan of equipment form (FA01) should be completed online, and the equipment will be recorded as on Loan with the following details, The name of the person responsible for the equipment, while on loan, the particulars of the equipment and the expiry date of the loan period.

Loan Terms

10. Loan Period

The maximum period for a loan of equipment form is two years. If any equipment is to be loaned for a duration in excess of two years, then a new loan form should be completed, approved and returned to the Finance Office one month prior to the original loan expiry date. (23 months)

11. Location of Equipment while on Loan

The office or room number in the university AND the offsite location (address) of the asset must be detailed on the loan of equipment form. If the location of the asset changes during the loan period, the Finance Office must be informed - this is essential for the completion of internal asset audits.

12. Details of Equipment

The following information should be recorded on the Loan Form

- Description – Brief description of the asset. Eg Dell E7240 Laptop.
- Serial No - The equipment serial number or the service tag number
- MTU Tag No (where available – A 8 Digit number starting with C00****)

13. Care and Usage of Equipment

Equipment must be used for its intended purpose and in accordance with the University's guidelines. Borrowers are responsible for ensuring the security and safe storage of the equipment while in their possession. No unauthorized repairs or modifications may be made to the equipment.

14. Inspection

All equipment recorded in the university's Asset Tracking System is inspected on a periodic basis to confirm its location and condition. The borrower may be required to return or provide access to the equipment for inspection during the loan period.

15. Personal Use

Equipment is provided for academic. Research and administrative purposes in connection with either the staff members employment or the students' academic or research programme. It is not intended for personal use or for use in any other employment or activities.

Equipment may at the sole discretion of the university may be issued for personal use but will be subject to a fee payable by the borrower. Please contact the Finance Office for further information.

16. Return of Equipment

The borrower shall return the equipment on or before the end of the loan period. The university can instruct that equipment on loan can be returned at its discretion, where it is required onsite or where the term of the loan have been breached.

17. Approval of Loan


The Loan of Equipment Form (FA01) should be submitted online and will be notified to the issuer.

In the case of high value or research equipment, the issuing department or office should be contacted in advance of submitting a loan form to ensure that the equipment is not required for the period of the loan and there is permission for the loan.


The loan is then formally approved by the Fixed Asset section of the Finance Office and recorded on the asset tracking module of the Finance System.

Notifications are only issued in instances where the loan is *not* approved. Once the form has been submitted, this authorises the equipment to be taken off campus, unless otherwise notified.

18. Approval



Vice President for Finance & Operations



Date

Appendix

Terms & Conditions (Laptop Computers)

The Staff / Student

- i. Agrees to return the laptop when requested by IT Services or issuing Department or Office
- ii. Agrees to present the laptop for asset verification on request (usually no more than once per annum)
- iii. Agrees to return the University laptop and any accessories / other equipment provided when they cease employment, retire, commence Career Break or reach the end of a fixed term contract. All data on the device will be securely wiped to ensure no data protection risk is incurred.
- iv. Agrees that in instances of gross carelessness and / or repeated avoidable damage they may be liable to reimburse the university for the cost for repair or replacement, where this is not covered under warranty or other insurance policy. (For the avoidance of doubt, this does not include normal wear and tear or laptops over 5 years old and will be applied on an exceptional basis only.)
- v. Understands that they are responsible for the safe custody of the laptop and agree to carefully look after it by always keeping it clean and carrying it in the protective case provided, where it will remain encrypted while on loan.
- vi. Understands that the laptop is only to be used for university business and that family members are prohibited from using it, with no personal information being stored on it.
- vii. Undertakes to ensure that all important university information/data will be backed up regularly onto relevant University systems.
- viii. Agrees that only university approved & licenced software will be installed on it.