



Equipment Loan

1. PURPOSE

This procedure establishes the guidelines for employees and students to request loaner technology equipment at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is applicable to all NPRC technology users.

3. ASSOCIATED POLICIES AND DOCUMENTS

- 3.1 CLDR-1010: Policy Review Schedule
- 3.2 NPRC-5010: Information Security
- 3.3 STND-5010-01: Information Security Standards
- 3.4 STND-5010-02: Technology and Equipment Use Standards
- 3.5 FORM-5010-02: Equipment Loan Request
- 3.6 NPRC-6005: Uncollectible Debt
- 3.7 NPRC-2105: Resignation and Termination of Employment

4. DEFINITIONS

- 4.1 An Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.2 A Student is any individual enrolled in any course(s) of instruction offered by NPRC.
- 4.3 Equipment shall refer to the computer, tablet, accessibility technology, distance learning unit, power cord, charging brick and, in some instances, protective case or any other items assigned or loaned.

5. PROCESSES, TIMELINES, AND RESPONSIBILITIES

- 5.1 Student Request
 - 5.1.1 To initiate a technology equipment loan, a student must complete [FORM-5010-02: Equipment Loan Request](#), located in D2L on the Technology Resources page.
 - 5.1.2 The student may contact Student Services for assistance completing form.

5.2 Employee Request

5.2.1 An employee interested in obtaining technology equipment related to their job responsibilities should complete [FORM-5010-02: Equipment Loan Request](#) located on the Hellbender Hub.

5.3 All form submissions trigger the creation of a Helpdesk Ticket.

5.4 Unless special arrangements have been made, the Department of Information Technology, Safety, and Facilities will fulfill FORM-5010-02 submissions within one (1) week.

5.5 Requestor of the technology equipment will be notified, via the Helpdesk, when preparation of the requested equipment is complete.

5.6 Arrangements will be made via the Helpdesk to transfer the equipment to the requestor. Options include, but are not limited to:

5.6.1 Requestor picks up the equipment from a designated NPRC location or representative.

5.6.2 Equipment is shipped to the requestor.

5.7 The length of the equipment loan is as follows:

5.7.1 Academic student equipment loans are for the academic term identified on FORM-5010-02.

5.7.2 Workforce development student equipment loans are for the duration of the course identified on [FORM-5010-02: Equipment Loan Request](#).

5.7.3 Employee equipment loans are for as long as the employee needs the equipment.

5.7.4 In all cases above, should the requestor terminate their relationship with NPRC, all loaned equipment must be returned immediately to the College.

5.8 At the end of the loan, the requestor must either request a renewal by completing the renewal section of [FORM-5010-02: Equipment Loan Request](#) or return the equipment to NPRC by

5.8.1 Delivering the equipment to a designated NPRC location or representative.

5.8.2 Contacting the Helpdesk to obtain a pre-paid shipping container and shipping the equipment to:

5.8.2.1 NPRC, ATTN: Director of Information Technology, Safety, and Facilities,
300 Second Avenue, Suite 500 Warren, PA 16365

5.9 While in possession of the loaner equipment, the requestor agrees to abide by any applicable NPRC policy and federal, state, and local laws.

5.10 If the equipment is not returned, the requestor will be charged the replacement cost of the item as indicated on [FORM-5010-02: Equipment Loan Request](#).

5.10.1 The Business Operations department will add the charge to the student’s account.

5.10.2 The student will be notified of the charge via email and formal letter.

5.11 When the equipment is returned,

5.11.1 The Helpdesk will assess the condition of the equipment.

5.11.2 The student will be notified via email that the equipment has been received.

5.11.3 Any charges applied to the student’s account will be reversed.

6. REVIEW STATEMENT

Procedures are reviewed as needed or when the related policy is reviewed in accordance with CLDR-1010: Policy Review Schedule.

7. APPROVAL

Name

Title

Date

Revision Notes: Procedure in Origination