Purpose

The ITS Checkout Counter is here to help with temporary and limited equipment needs (e.g. teaching in a space that is non-smart, faculty/staff meetings, etc).

Our resources are limited and not intended to provide for ongoing needs in lieu of a department or college.

Our demand is increasing and we must be in a position to serve as many faculty as possible.

ITS Checkout Policy

Short-Term Checkout: 7 to 10 business days
- Specialty equipment (laptops, projectors) is 7 business days
- Auxiliary equipment (cables, screens, microphone stands, etc) is 10 business days
- Renewal policy: Maximum of two consecutive renewals before gear must be returned

Long term checkout: All approved requests for long term checkout are maximum of one semester (plus a winter/summer if approved) and require department chair approval
- Deadline for winter or summer return is two weeks prior to start of new term
- Repeat requests will be considered two weeks into the following semester

Faculty are encouraged to request equipment from their department or build equipment costs into grant-funded projects if equipment is needed on a continual basis or longer than a semester

Late Equipment

If equipment is late, users are notified using a 3-tiered system:

1st late notice via phone or email after one week
2nd late notice via phone or email after an additional week, along with notification to the user’s department chair
3rd late notice – written late notice sent to user, also sent to Director of ITS and department chair, notifying of suspension of checkout privileges for the user