Loaner Equipment for Faculty/Staff

ITS loaner equipment (laptops and supporting peripherals) for faculty and staff has been moved to Schaffer Library. Laptops may be borrowed for a maximum of two weeks. All other equipment may be borrowed for a maximum of one week. Equipment may be signed out and picked up at the Circulation Desk in Schaffer Library. If you are planning to use the loaner equipment, we recommend that you reserve equipment as soon as you can by contacting the Circulation Desk at 518.388.6280.

Equipment Available for Loan

- Mac Laptops
- PC Laptops
- Digital Cameras
- Digital Video Cameras
- Webcams
- External 160 GB USB/Firewire Hard Drive
- Tripod
- iPad Loaner Program (Course Reserve) [1]
- Video Kits Loaner Program (Course Reserve)

Loaner Policies

- All equipment available for loan will circulate for a period of two weeks. Renewal period: one week
- Faculty/Staff wishing to use a laptop must come to Schaffer Library. Do not send a student to pick up equipment
- Equipment must be returned by 5:00PM on the scheduled return date
- Please leave all returned equipment with a Circulation staff person. Do not leave any equipment in the book return box or unattended on the Circulation Desk
- Make sure all supporting peripherals (power cords, cables, etc.) checked out with the loaner equipment are returned
- The faculty/staff member who checked out the equipment assumes financial responsibility for any damages or missing parts until the equipment is returned

Related: ITS Equipment Rentals[2], ITS Event Support Fees[3]

Source URL: https://its.union.edu/instructional-facilities/loaner-equipment
Links:
[1] https://its.union.edu/documentation/ipad
[2] https://its.union.edu/equipment-rentals
[3] https://its.union.edu/event-support-fees