



## IT Unit - Faculty of Law

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### Faculty of Law - Policy on Notebook Computer Borrowing.

The purpose of this policy is to govern the use of the notebook pool and ensure that individuals who require a notebook for legitimate Faculty use have every chance of obtaining one.

#### Bookings

- Staff, Visiting fellows, Adjuncts and PHd Students of the Faculty of Law may request to borrow a notebook.
- Notebooks may only be borrowed up to a maximum of three months in a twelve month period. The borrowing period is from when the laptop is given to the person until it is returned.
- Borrowing on behalf of someone else is not permitted.
- Bookings to borrow a Faculty notebook shall be via the Groupwise system only. The 'scheduled appointment' for the booking will contain the following information.
  - Name of borrower.
  - Commencement date of loan.
  - Termination date of loan.
  - Reason required
  - Location. (Contact details if notebook is being removed from the ACT)
  - Equipment requested
  - Any special requirements (Networking etc)

#### Legitimate reasons for borrowing.

- For research purposes during official leave granted for OSP, professional development or exclusively for research and where staff are expected to provide their own computing facilities.
- Field Work - where staff are required to bring their own computing resources to work.
- Preparing for and giving presentations and lectures.

#### Not legitimate reasons for borrowing.

- Any other category of leave, ie recreational or leave without pay or long service leave.
- To provide computing facilities for RA's.

#### Available Pools

The IT Committee will allocate resources to each pool dependant upon availability and demand. There will be three pools of notebooks available for borrowing.

1. Short Term.
  - The borrowing time does not exceed 2 working days.
  - This pool is designed to provide notebooks for on campus use.
  - 1 working days notice is required.
2. Medium Term.
  - The borrowing time does not exceed 3 weeks.
  - This pool is designed to provide notebooks for off campus conferences and research.
  - 5 working days notice is required.
3. Long term
  - The borrowing time does not exceed 3 months
  - Approval to be granted by the Chair, IT Committee
  - 5 working days notice to be given.



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The Systems Manager will have the discretion to temporarily reassign resources from pool 3 to pool 2 to pool 1 only.

### **Damaged or Lost Notebooks.**

- The borrower undertakes to provide reasonable care and security for the notebook and accessories for the period of the loan
- All Faculty notebooks in the pool are covered under manufacturer's warranty.
- Due to the high replacement cost of notebooks, compared to desktop PC's, the Faculty of Law can not undertake to replace lost or damaged notebooks, or arrange their transport overseas.
- The staff of the Faculty IT Unit must be notified as soon as possible after the damage to, or loss of, the notebook has been discovered and before any repairs are carried out.
  - If the notebook requires repair then the borrower must arrange for its shipment to an Authorised Repair centre or alternatively, to arrange shipment to the Faculty for assessment.
  - It will not be a right to assume that the Faculty can lend out another unit.

