

# Equipment Loan Procedures

## Scope

This document describes the procedure to follow when IU equipment is taken on loan to a non-IU location (such as your home). We are required to track this equipment and renew these loans every 2 years.

## Capital Assets

Capital assets are IU-owned items that cost in excess of \$5K and are subject to stricter IU policies regarding the inventory requirements. If you plan to move any capital asset (to either another IU location or off campus) you must [let us know](#). Even if you just move the item to another room in the same building we need to know that. See the [Capital Asset Management Equipment Loan information](#) for further details.

## Laptops and Mobile Devices

If you have an IU-owned laptop or other mobile device (ie. tablet, phone, etc) that you use in the course of your IU work or studies then whether you have to make an equipment loan request depends on how you use the device. If you frequently transport the device between an IU location (such as your office) and non-IU locations (such as your home or on travel) then there is no need to make an equipment loan request. However, if the device will be taken to a non-IU location and will not return to IU for longer than 30 days then you should follow the "Long Term Equipment Loan Procedure" noted below.

## Short Term Equipment Loan Procedure

Short term equipment loans are for faculty, staff and students in need of specific computing equipment for short term purposes (maximum 30 days).

Before you take the equipment off-campus, please log a [service request](#).

This will create a help desk ticket that will be used for the initial approval. Once the loan is approved and the item serial number and IU Tag (if tagged) are noted in the ticket, you can take the item. This ticket will remain open until the item is returned.

If an item taken for a short term loan is then needed for longer than 30 days, just submit a [service request](#) (or reply on the original ticket) to let us know and we will make sure the item gets an IU tag (if not already tagged) and entered into our database per the long term loan procedure in the next section.

When you return the item, return it to a member of the IT staff and the date will be noted in the system and the help desk ticket closed.

## Long Term Equipment Loan Procedure

Before you take the equipment home, please log a [service request](#). For the request type, select *IU Property Loan Request* and complete the form. If the item does not have an IU property tag, just leave that field blank and we will tag the item for you.

This will create a help desk ticket that will be used for the initial approval as well as the biannual loan renewal. Once the loan is approved and the item is tagged, you can take the item. If you still have the item after 2 years, you will receive an email asking if you still have the item and verifying the location of the equipment. Just reply to the email noting the location of the item.

When you return the item, return it to a member of the IT or Facilities staff and the date will be noted in the system.