



Information Technology Procedure Part-time Faculty Computer Loan Program

Due to limited available office space on campus for Part-time faculty, the University has devised a "Part-time Faculty Computer Loan." Part-time faculty are eligible to borrow a used computer from the University to bring home for University business for up to 1 year. Computers will be preloaded with Microsoft Office.

Obtaining a computer:

1. Submit the online [Part-time Computer Loan Request Form](#).
2. Once your request is reviewed by IT, you will receive an email with further instructions, including the state asset tag of the computer, so that you can complete the "**Record of Equipment on Loan**" form. This form can be completed online using your Bluenet credentials at the following link: <http://www.ccsu.edu/facilitiesmanagement/forms.html>.
3. Once the form is completed, contact the IT Help Desk to schedule an appointment to pick up the computer.
4. Pick up the computer at the appointed time. Information Technology is located in the lower level of Marcus White Hall, Room 006. The closest parking is the Vance Garage.

Renewing the loan:

1. All computers must be returned between the end of the spring semester and June 30 of that year. If you wish to renew your loan resubmit the [Part-time Computer Loan Request Form](#). The computer must be returned temporarily so that IT can ensure the computer is properly updated and if needed, replaced with a newer used computer.

Returning the computer:

Contact Inventory/Property Control at (860)832-2358 or (860)832-2321 to coordinate the return of the computer.