Loaner Laptop Policy

Summary
The portable computer loaner pool consists of a number of Windows laptop computers that are made available by C&IT DeskTech for institutional purposes. Loaner machines are not to be used as a substitute for purchasing a needed office computer, and are not available for use by individuals who are provided with a University purchased portable machine for their office.

Contact
C&IT Help Desk, 313.577.4778, helpdesk@wayne.edu

To be eligible to borrow a laptop you must be one of the following:

For Laptop Loans
- An employee going to a conference where a laptop is needed for a presentation.
- An employee who needs to do required work while at home that requires a laptop.
- An employee who needs a laptop to give a presentation on campus in a room without a computer.
- An employee who needs a laptop because his/her laptop is being repaired by C&IT DeskTech

Restrictions
- All loans are subject to availability. We have a limited number.
- Loaner laptops are made available for short term only.
- Longer term laptop loans are considered on a case-by-case basis and are subject to sufficient loaner pool reserve capacity.
- All loans are for use by the employee only, who is responsible for its proper use and undamaged return (normal wear and tear excluded). Damage or loss caused by negligence will be billed to the borrower’s department.
- Loaner laptops must be returned to IT within seven calendar days.
Scheduling

To schedule a computer loan, you must contact the C&IT Helpdesk with your needs. Or go to https://calltracker.wayne.edu/forms/DeskTechLoanerLaptop/

Please include the following information:

- Dates the equipment is needed, including date of return.
- Requests should be made a minimum of 3 business days before the laptop is needed. A DeskTech staff member will contact you to confirm your needs and the availability of a laptop.
- Any special needs.
- Advance notice is required if any standard University Non-supported software needs to be installed.

We cannot guarantee a laptop with the requirements you have will be available; therefore the earlier you request the loaner, the better chance you have of getting what you need. It is also imperative that you return the computer on the date you have specified since other users may be expecting to use that machine.