

EQUIPMENT POLICY

I. Computer Equipment

Knox College provides computing equipment to employees for business use. Information Technology Services (ITS) specifies and provides equipment in accordance with anticipated usage. The College will supply one computer for business use regardless of the source of funding. All equipment provided is the property of Knox College. Employees whose work requires that they be mobile or does not require an office or desk may be required to share equipment.

Due to the unique nature of some faculty disciplines and research, additional or specialized equipment may be required. Requests for such equipment will be considered by ITS in consultation with Dean of the College or their designee.

All computer equipment and peripherals shall be obtained by Information Technology Services (ITS) to ensure that it will interface correctly with other systems. Equipment not sourced through ITS may need to be returned to the supplier, refused support, or not allowed on the College networks. All equipment provided is the property of Knox College.

Equipment is routinely evaluated and replaced on an as needed basis according to anticipated use and reliability of the equipment.

II. Print, Copy and Scanning Equipment

Devices for print, copy, and scanning are distributed throughout the campus and are strictly for the use of the Knox College community and its guests.

Equipment is located to facilitate its use by multiple people and offices to obviate the need to provide services in individual offices and bays. Equipment in individual offices is supplied at the discretion of ITS in accordance with these guidelines:

- As an accommodation for a documented disability.
- To facilitate the regular production of large volumes of printing for College business purposes.
- In order to provide service to individuals who are not located within an acceptable distance, as determined by ITS, of a device intended for common use.
- Where the configuration of an area will not allow for common use equipment.
- To provide printing services to equipment that cannot utilize other printing resources.

All purchases and use of computer and print, copy, or scanning equipment also must conform to the "Guidelines for Institutional, External, Start-Up, and Moving Expense Funds" (please see the Faculty *Handbook* for the policy).

Approved by President's Council on February 16, 2016.