

# BUCKNELL

Office of the Vice President  
for Administration

Bucknell University  
Lewisburg, Pennsylvania 17837  
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February 13, 1990

## MEMORANDUM

TO: Faculty and Administrative/Professional Staff

SUBJECT: Ownership and Disposition of Computer Equipment

In response to questions on the matter, I would like to establish a procedure to implement Bucknell's policy concerning computer equipment purchased with Bucknell funds. "Bucknell funds" include funds from operating budgets, capital budgets, outside grants, start-up funds and special budgets. Specifically, the procedure is:

1. Computing equipment purchased with Bucknell funds belongs to Bucknell, not to the individual for whose use the equipment was purchased. In the case of the University's computer subsidy program or when the staff member purchases equipment with personal funds, this policy does not apply.
2. Most computer equipment is intended for use on campus and may not be removed from campus. Exceptions are portable equipment purchased for use in the field. Other exceptions, including in support of sabbatical/administrative leaves, may be requested from the appropriate academic dean, in the case of faculty, or vice president, in the case of administrative/professional staff. Faculty and staff are responsible for the equipment while it is off campus. Questions about procedures to be followed in the event of loss/damage should be referred to the Vice President for Administration before the equipment is removed from campus.
3. When computer equipment is no longer needed by the department or is replaced, the equipment should be returned to the University Computer Center for reassignment. Through this process, the Computer Center will place used equipment where the greatest need exists. If the computer equipment was acquired primarily through an outside grant, the department, in consultation with the appropriate academic dean, should control the disposition of the equipment.

If you have any questions concerning this policy, please feel free to call Jon Eschinger, Ruth Drozin, or me.



Barry R. Maxwell  
Vice President for Administration