

OAKLAND UNIVERSITY – SCHOOL OF EDUCATION & HUMAN SERVICES
EDUCATIONAL RESOURCES LAB (“ERL”)

Policy Regarding the Loss, Theft or Damage of a Loaned Equipment

Patrons who have borrowed an electronic device (i.e., Laptop, MacBook, iPad, Chromebook, etc) from the ERL must comply with the below policies and procedures in the event such device is lost or stolen:

1. In the event that a device is stolen, patron must immediately file a report with the police department in whose jurisdiction the theft occurred.
2. In the event that a device is lost, patron must immediately file a report with the Oakland University Police Department.
3. Any such police report must reflect that the stolen or lost device is the property of the Educational Resources Lab, Oakland University. Patron must also immediately inform the ERL of the loss, theft or damage.
4. Patron must provide the ERL with a copy of police report within five business days of the theft or loss.
5. The patron may be required by the ERL to provide additional information in writing.
6. The patron will be responsible for repair and/or replacement costs associated with any loss, theft or damage. Replacement costs vary and are subject to change. Approximate replacement costs are listed in the technology section of the ERL website. Patron will be required to pay the cost of repairing any damage beyond accidental or normal wear as determined by the ERL Director.
7. A hold will be placed on the patron's OU records by the ERL Director until the amount owed is paid in full. Payment should be made in a single lump sum. If the payment is made by personal check, the hold will not be lifted until the check has cleared (typically 2 weeks).
8. The patron cannot borrow a device from the ERL until any financial liability has been satisfied.
9. In the event that the lost or stolen device is recovered, the patron should immediately notify the ERL. The ERL, at its discretion (based in part on the condition of the recovered device and the time elapsed since it was reported missing), will determine whether it is appropriate to return any amounts paid by patron, or release any holds placed on patron's account pursuant to this policy.

06-15-2015