Roosevelt University

Computer Donation/Recycling Policy

Policy 7.3

Responsible Executive: Vice President of Technology & Chief Information Officer

Originally Issued: month, day, year

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Effective date: December 13, 2004

COMPUTER DONATION/RECYCLING POLICY
December 13, 2004

INTRODUCTION

Every year the University replaces approximately 400 computers through its regular technology upgrade program. This policy addresses the disposal of computers that have been removed from their original assigned University function. Computers that have been replaced in the computer labs and classrooms may be "cascaded" to the colleges/schools for use by part-time faculty and to University departments for use by part-time staff within the same fiscal year, provided that necessary software licensing is acquired by the department. Lab and classroom computers that are not cascaded as well as computers replaced from faculty and staff offices, may, in order of priority, be sold to members of the University community, returned to the original computer vendor for credits against future purchases, donated to outside charitable organizations, or recycled.

SALES TO FACULTY, STAFF AND STUDENTS

- Faculty, staff, and students may purchase used University computers that are determined by the Vice President for Technology and CIO (or designee) neither to be obsolete nor in need of repair.
- All software applications and data will be removed before computers are sold.
- Computers are to be sold "as is."
- When possible, computers not sold to members of the University community shall be returned to the original computer vendor for a credit against future purchases.
- Computers that are not sold or returned to the computer vendor may be donated to an outside agency or recycled.

DONATION/RECYLCING PROCESS AND CRITERIA

The University is often approached by outside organizations requesting used computer donations. The following principles shall apply for approving donations to requesting organizations:

- Requests must be submitted in writing to the Vice President for Technology and Chief Information Officer who will review and grant computer donation requests

in consultation with the appropriate subcommittee of the Information Technology Advisory Council.

- No computer donations will be made to international organizations in order to give priority service to local needs and to ensure that equipment is ultimately discarded in an environmentally safe and responsible manner.
- Computers that are determined neither to be obsolete by the Vice President for Technology and CIO (or designee) nor in need of repair are to be donated to an organization "as is."
- All remaining computers shall be sold or donated to licensed and reputable computer recyclers.

The Vice President for Technology and Chief Information Officer will establish procedures to implement this policy.