

Guidelines for Recycling Computers Purchased with the Technology Fee or for the Faculty Computer Rotation

The costs associated with the recycling of computers (i.e., redistributing computers which have been replaced by newer computers) are known to be measured in hundreds of dollars. As UT Martin is now faced with the situation of having numerous computers available for recycling, these guidelines are being established to provide an orderly process for redistributing those computers that were purchased originally by technology fee funds, or by Academic Affairs funds for the faculty computer rotation program.

These guidelines provide for the return of funds to the technology fee account for purchase of additional new equipment and services for student use, and to the Office of Academic Affairs for the purchase of additional equipment and services for departments in Academic Affairs. There is a small amount given to the UT Martin Computer Store for the service of moving computers, refurbishing the computers, redistributing them, and processing the paperwork. Although the amount given to the Store does not cover the costs of recycling these computers, other personnel in the Office of Information Technology Services will supply assistance so that the Store does not have to absorb the additional costs of the recycling process.

Guidelines

1. The Office of Information Technology Services (OIT) will maintain a database of computers which are available for recycling, or which are soon scheduled to be available.
2. The OIT will also maintain a database of departments that have requested computers and of the type of computers desired.
3. Requests for recycled computers will be accepted until April 15 of each year. Generally the computers will be allocated on a first-come, first-served basis; however, if the demand outdistances the supply, the requests will be taken to the Academic Computer Advisory Committee for recommendations on setting priorities on the allocations. After receiving the recommendations from the Committee, the Vice Chancellor for Academic Affairs will make the decisions on how the allocation is to be made. Requests received after the deadline will be considered only after the requests that were made prior to the deadline are satisfied, and then these will be honored on a first-come, first-served basis until there are no more computers available.
4. There will be a charge of \$200 for each computer that is recycled. Of that amount the Computer Store will take \$50 for processing the request. For a computer that was purchased with the technology fee funds, the remaining \$150 will be credited to the technology fee account to be used for further allocations of

technology fee funds. For a computer that was purchased for the faculty computer rotation, the remaining \$150 will be credited to the Office of Academic Affairs.

5. A request to enlarge an existing computer lab or to establish a new lab **MUST** go through the Office of Academic Affairs. No such request will be granted unless it is approved by the Vice Chancellor for Academic Affairs.