

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 33**

**COMPUTER AND COMPUTER EQUIPMENT DONATION PROGRAM
West Virginia University and its Regional Campuses**

Section 1. General

- 1.1. Scope: Policy regarding the donation of computers and computer equipment to eligible organizations.
- 1.2. Authority: WV Code §18B-3-2
- 1.3. Effective Date: June 2, 2006

Section 2. Policy

West Virginia University shall establish procedures for West Virginia University and its regional campuses for a donation program of surplus computers and computer-related equipment to qualifying organizations, consistent with this Policy and West Virginia Code §18B-3-2. The President may delegate responsibility for establishing these procedures to the Provost or his designee.

Section 3. Definitions

- 3.1 “Surplus computers and computer-related equipment” includes any computers, laptops, computer hardware, monitors, lines, cables, connectors, modems, CD ROM, printers, and other computer equipment which have been determined according to University procedures not to be of use to units within the University or a regional campus and which otherwise would be transferred to the Surplus Redistribution Center of West Virginia University or a comparable facility at a regional campus.
- 3.2 A “qualifying organization” may include an educational facility, non-profit organization, juvenile detention center, municipal and county public safety office, or other public, charitable or educational enterprise or organization within the state of West Virginia which has been approved consistent with the procedures established pursuant to this Policy.

Section 4. Procedure.

The procedure shall identify a single office at each campus responsible for operation of the donation program and shall, at a minimum, establish methods for:

- 4.1 Identifying qualifying organizations to which donations of surplus computers and computer-related equipment may be donated;
- 4.2 Identifying surplus computers and computer-related equipment qualifying for donation under this Policy (“available equipment”);
- 4.3 Identifying available equipment which would not be of value to qualifying organizations due, for example, to age or condition, and determining options for recycling, where appropriate and practicable;
- 4.4 Establishing a method for fair and impartial distribution of available equipment to qualifying organizations. The procedures shall provide that all available equipment shall be listed on a specified University web site, that qualifying organizations shall be responsible for monitoring the list of equipment, and that available equipment shall be made available on a first-come, first-served basis, provided, however, that the procedures may provide a mechanism for limiting the amount of available equipment that may be made available on such a basis to any single qualifying organization, in order to allow other qualifying organizations an opportunity to receive equipment;
- 4.5 Creating and maintaining records and accounts that clearly identify the equipment donated, the age of the equipment, the reasons for declaring the equipment obsolete, and the name of the qualifying organization to which each surplus computer and computer-related equipment is donated. Records shall be maintained by the University Fixed Assets Department for at least two years from the date of donation, unless a longer period of time is required by applicable law; and
- 4.6 Addressing the need for the security of data and other information contained on surplus computers and computer-related equipment identified for donation, taking into account such issues as state and federal privacy laws, proprietary information, licensed software and sensitive University information.