

Research St. Joseph's – Hamilton (RSJ-H)		<b>Pages</b> 1 of 2	<b>Number</b> 050-RSJ-H
<b>Policy Title</b> Purchase and Use of Computers, Computer-Related Equipment and Software		<b>Date</b> 01 November 2015	
<b>Supersedes</b> New Policy	<b>Cross Reference</b>	<b>Issuing Authority</b> RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

**Position responsible for developing and maintaining the policy:** RSJ-H Scientific Director

## 1.0 Purpose & Goals Description

It is recognized that computers, computer-related equipment, and software are essential tools for the effective conduct of research at Research St. Joseph's – Hamilton (RSJ-H). This policy will ensure the procedures to purchase, install, record, and dispose of all computers, computer-related equipment, and software for research use are uniform within the Research Institute.

## 2.0 Policy:

### 2.1 Purchasing Computers, Computer-Related Equipment and Software

- 2.1.1 Only researchers associated with the Research Institute can utilize the services of the Research Institute's Information Technology Systems Administrator.
- 2.1.2 All requests to purchase computers, computer-related equipment, and software are to be directed to the RSJ-H Information Technology System Administrator in Research Administration. The RSJ-H Information Technology System Administrator will review all purchase requests to ensure the appropriate equipment and/or software is purchased based on the requesting individual's needs. Requests for equipment and/or software must be approved by the Executive Director of Research Administration. Under no circumstances should computers, computer-related equipment, or software be purchased through the use of personal funds.
- 2.1.3 The Research Institute cannot commit to supporting computers or computer software not purchased through the Research Institute.

### 2.2 Installation or Relocation of Computers, Computer-Related Equipment and Software

- 2.2.1 The RSJ-H Information Technology System Administrator, upon receipt of purchased equipment and/or software or request to relocate equipment, will install said equipment and/or to ensure compliance with Software Licensing Agreements and SJHH Information Technology policies. Under no circumstances should staff install or relocate computer equipment on their own.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

## **2.3 Records and Ownership**

- 2.3.1 The RSJ-H Information Technology System Administrator, upon receipt of purchased equipment and/or software, in conjunction with the Finance Department, will issue an asset tag for all purchased equipment.
- 2.3.2 Title to or ownership of equipment and/or software is determined by the provisions of the award, contract, or agency policy. If no provisions are outlined by the award, contract, or agency policy then equipment and/or software purchased with RSJ-H-held funds are considered property of RSJ-H.

## **2.4 Disposition**

- 2.4.1 Decisions regarding the disposition of equipment and/or software owned by RSJ-H will be made by the Executive Director of Research Administration.