

Equipment Loans

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Background

Equipment loans system at FLAS

Shared Library system

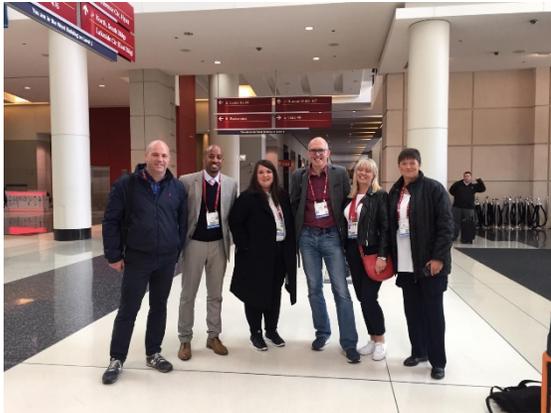
One University Scheme:

- Implement **best practice** at University of Greenwich
- **Standardise** (by centralising) best practice at Greenwich
- One University scheme: doing things the **same way for all Faculties**

Project Drivers

- Need: Efficient way to loan equipment
- Solution: Equipment loaned via Shared Library system
- Benefit: “Delivering a high-quality University experience through engaging campus environments and services”
- Added bonus: reduced workload for technical staff
- Sense of urgency: in place for the new academic year.

UCISA Influences



- UCISA: 13 November 2018 London
 - Nolan Gildersleve
 - Asset Management, University of Westminster (Using Marvel ticketing)
 - Bernard Aghedo
 - Facilitated Discussion on Asset Management
- EduCause – Oct 2019 (Chicago)
 - Understanding Analytics A crash Course for Leaders



FLAS Implementation

FLAS (Only)	Date	
Obtain Requirements	Middle of Term1	Nov18 -to- Dec18
Design Phase	Start of Term2	Jan19
Migration	End of Term 2	March19
Testing	Term 3	Apr19 – June19
Go Live	End of Term 3	Jun19
Support Period	Summer 19	June19 – Aug19



Issuing Equipment (FLAS)

- ▶ Software (costs and configuration)
- ▶ Hardware
- ▶ Data Mapping Exercise
- ▶ No extra **staffing** required
 - ▶ process improvement

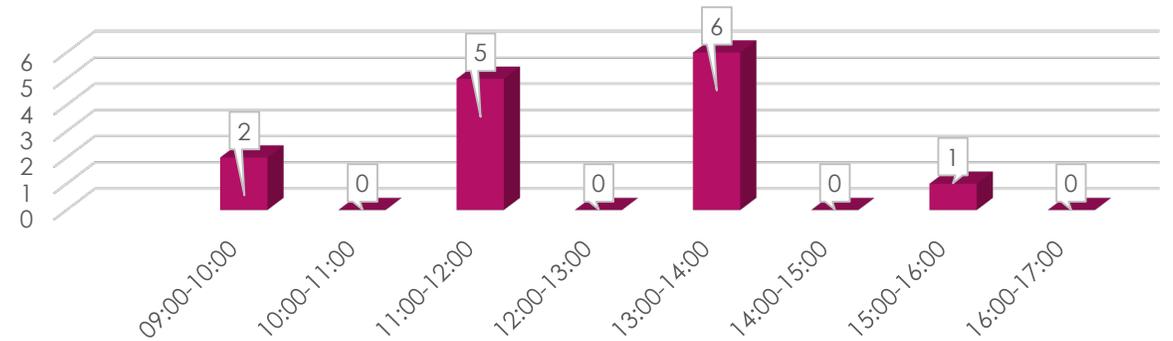


Early Observations

Name	Total Loans
Staff1	258
Staff2	234
Staff3	189
Staff4	145
Staff5	118
Staff6	104
Staff7	55
Staff8	38
Staff9	34
Staff10	33
Staff11	10
Staff12	10
Staff13	8
Staff14	1
Staff15	1
Staff16	0
FTStaff1	20
FTStaff2	6
	1264

Cisco Router	257
Lin Bin	253
HeadPhones	168
Cisco Switch	111
PC Building Kit	88
Laptop	81
Netgear Wireless Router	74
Oculus Rift	48
Break Out Box	28
Laptop Charger	23
Oculus Rift Controller	16
Wire Crimping Tool	14
Netgear Power Supply	12
Cable Stripper	11
Head Phone Jack	3
Multimeter	2
Ball Microphone	2
HoloLense	1
Cisco Fluke	1
Graphics Tablet	1
?	26
	1220

Go Live day Equipment - loan/returns



	Mon	Tue	Wed	Thur	Fri	Sat	Sun
September (w/c 23/09/19)			14	32	77	20	3
October 30/09/19)	57		21	3	19	12	
October (w/c 7/10/10)	58	32	85	92	17	1	3
October (w/c 14/10/10)	65	42	9	67	27	*	3
October (w/c 21/10/10)	46	32	9	10	45	8	4
October (w/c 28/10/10)	57	14	3	79	11	2	*
November	3		19	5			



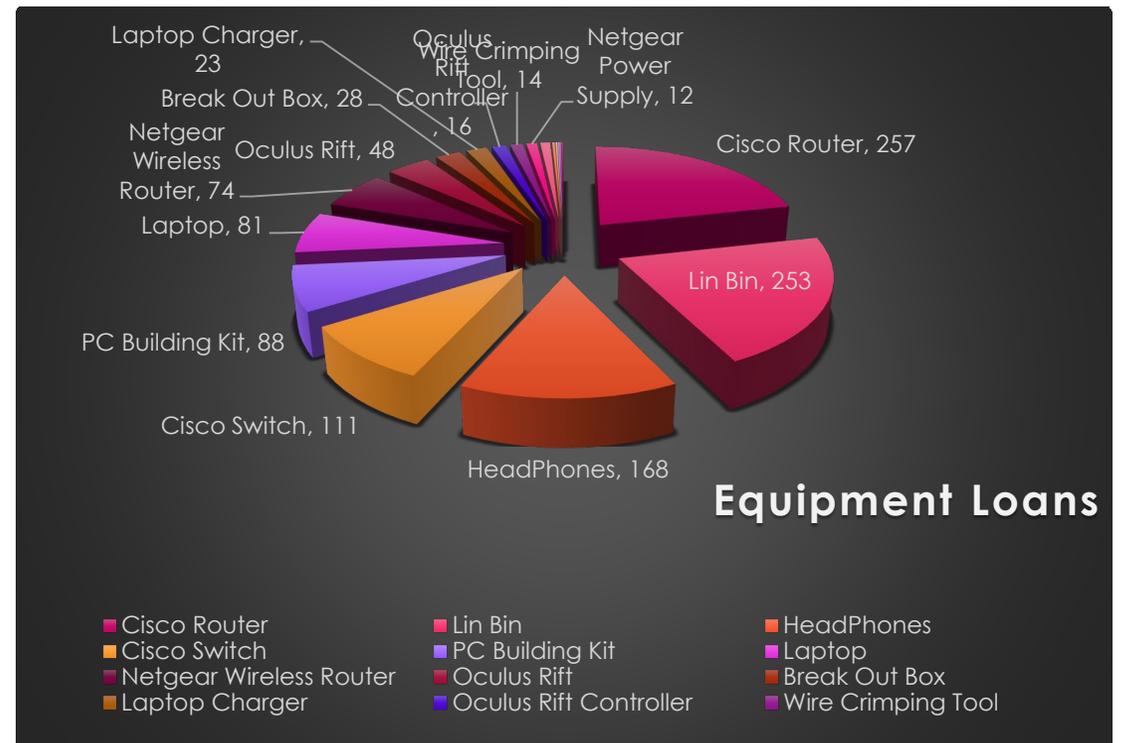
Sept 24th to 30th Oct 2019

Early Observations

Sept 24th to 30th Oct19

- ▶ FLAS discussions ongoing:
 - ▶ Reserving/Booking Equipment

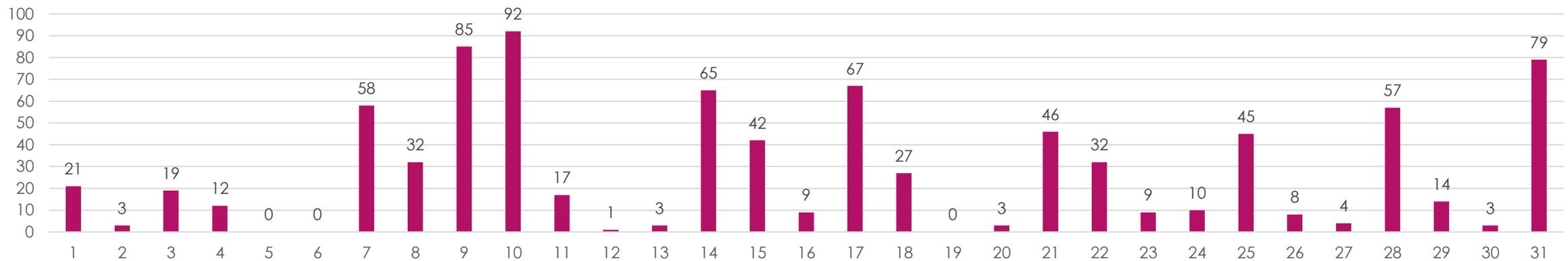
Date	Time	Student Name	Item	Game Course Equipment
01/10/2019	12:22:37	Peter Taylor	ESTULAP111	Laptop
14/10/2019	16:49:28	Peter Taylor	RIFTS15	Oculus Rift Headset
18/10/2019	09:57:16	Peter Taylor	RIFTS12	Oculus Rift Headset
18/10/2019	09:57:18	Peter Taylor	RIFTSC24	Oculus Rift Controller
18/10/2019	09:57:22	Peter Taylor	RIFTSC23	Oculus Rift Controller
21/10/2019	15:58:13	Peter Taylor	RIFTS08	Oculus Rift Headset
18/10/2019	09:57:16	Peter Taylor	RIFTS12	Oculus Rift Headset
18/10/2019	09:57:18	Peter Taylor	RIFTSC24	Oculus Rift Controller
18/10/2019	09:57:22	Peter Taylor	RIFTSC23	Oculus Rift Controller
21/10/2019	15:58:13	Peter Taylor	RIFTS08	Oculus Rift Controller
28/10/2019	16:08:54	Peter Taylor	RIFTS15	Oculus Rift Controller



October day totals

- FLAS Academics now want to see:
 - Stock **threshold** occurrences
 - List of **broken items**
 - **Age** of the item
 - **Model number** for the item
 - Total number of items in **stock**

October daily total - items loaned



1. Benefits for students

- ▶ **Search** equipment
 - ▶ User-friendly (access via **Greenwich app**)
- ▶ **Loan history** available to students
- ▶ View everything in one place (**equipment + books**)
- ▶ Visibility of **“high/ low usage”** times (as requested by students)

The screenshot shows a web browser displaying the University of Greenwich library search results for the query 'cisco'. The page features a dark blue header with the university logo and navigation links like 'Log In', 'My Account', 'Favourites', 'Document Delivery Request', and 'Accessibility'. Below the header is a search bar containing 'cisco' and a search button. The main content area shows '4 Results Found' and a list of search results. Each result includes a small icon, the item name, classmark, match term, and availability information. The results are:

Item Name	Classmark	Match Term	Availability	Action
Cisco 2600 router	XX(1557371:1)	Cisco 2600 router	Available: 10 in Greenwich FLAS King William	Export Reference
Cisco 2900 Router	XX(1557379:1)	Cisco 2900 Router	Available: 32 in Greenwich FLAS King William	Export Reference
Cisco 2800 Router	XX(1561856:1)	Cisco 2800 Router	Available: 24 in Greenwich FLAS King William	Export Reference
Cisco Switches 3560/2960	XX(1561856:1)	Cisco Switches 3560/2960	Available: 36 in Greenwich FLAS King William	Place Reservation, Export Reference

2. Benefits for staff

- Time saving (better use of time in priority areas)
 - FEH limited human resources
 - FES lab coat/boots issue (admin hours)
- Analytics from equipment usage to determine correct purchases
- Academics now have visibility of student equipment loans (ID name, loan date/time, return date/time)
- Searchable functionality
- Just in Time staffing (e.g. Jobshop) – according to demand (aim to maximise efficiencies)



3. Benefits for University

- ▶ **Centralised process** (increased transparency & visibility across University)
- ▶ **Enhanced student experience**
(in line with the UoG strategy “Delivering a high-quality University experience through engaging campus environments and services”)
- ▶ Positive impact to student satisfaction & **NSS** results
- ▶ Enhanced **staff satisfaction** (“better & more efficient ways of working”)
- ▶ Keeping pace with **digital transformation**
- ▶ Provide improvement aiding **analytics**

Other Faculties

CURRENT:

- ▶ Decentralised and non-standardised throughout the University (silos)
- ▶ No SOPs in place
- ▶ Manual (Excel & Outlook based)
- ▶ Obsolete/archaic & non scalable
- ▶ Very labour intensive (FES)

WANT:

- ▶ Engineering & Science
 - ▶ Lab coats/Boots, Lap Safe
- ▶ Business
 - ▶ Laptops
- ▶ Education & Health
 - ▶ Track location of Defibrillator, iPads
- ▶ Student Union
 - ▶ A Stage & a Microphone!!

Other Faculties (timeframe)

Description	Date	
Obtain Requirements	Middle of Term1	Nov 2019 – Dec 2019
Design Phase	Start of Term 2	Jan 2020
Migration	End of Term 2	March 2020
Testing	Term 3	Apr 2020 – June 2020
Go Live	End of Term 3	June 2020
Support Period	Summer 2020	June 2020 – Aug 2020

- ▶ Elimination of obsolete inhouse developed system(s)
- ▶ same way for all Faculties
- ▶ Standardise (by centralising) best practice at Greenwich

What next:

- ▶ JISC – Learning Analytics (Books & Equipment loans)
- ▶ Is there a relationship between attendance and grades?
 - ▶ Is there any relationship **between equipment loans** and **achievement grades**?
- ▶ **Improve Purchasing decisions** favouring high demand equipment
- ▶ Analytics to further improve the **new Equipment Loans process**
 - ▶ Improving processes for disposal of IT assets
 - ▶ Improving processes surrounding the return of IT assets (e.g. when staff leave the University)
 - ▶ Improving processes highlighting where IT assets can be reissued or recycled within the University



Questions

