

# Contributor Hardware Policy

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- *Draft 2: 2024-03-27, Martin Owens*
- *Version 1: 2024-04-03, PLC Vote*

## Introduction

In order to give access to modern hardware and improve the cross platform support within the project; the project will provide computer hardware and peripheral devices to contributors on request.

The previous procedure required each hardware purchase to be approved individually. This policy provides a standard framework for requesting, approving and purchasing hardware for contributors.

This policy will also clarify the ownership and transference requirements of items purchased under this policy.

## 1. Device Types

a. Hardware should be purchased at the cheapest possible price that does not reduce the quality or usability. This includes purchasing second hand or refurbished computer equipment if available at favorable terms.

b. Available under this policy are the following types of devices:

1. Preinstalled Linux laptops and desktops
2. Microsoft Windows tablet and laptop devices
3. Apple macOS laptops and mac minis
4. Digital drawing tablets
5. Computer screens and color correcting hardware
6. Unusual peripherals such as os specific keyboards

c. Not available under this policy are items which will need their own approval discussions by the project leadership committee, for example but not exclusively:

1. Apple iPads
2. Android tablets
3. Any mobile phone
4. Printers
5. Scanners
6. Cutting machines

### **3. Requesting Hardware**

- a. In order to request hardware from the project, the contributor should make a written request to the project leadership committee mailing list making sure to detail the reasons they need the hardware, links to where the hardware can be purchased and where necessary the technical specifications.
- b. The project leadership committee is responsible for creating a vote to approve the request within a week unless further details are needed to clarify the request.
- c. Existing underused hardware should be considered and recommended for transference where possible.
- d. Requests should be approved if the contributor is a long standing member of the community with a good reputation, the hardware request is reasonable and can be seen to be useful to the project and its priorities and that the cost of the hardware is affordable and within other constraints for the project's budget.

### **4. Use and Access**

- a. The project asks of the contributor to use the hardware primarily in a way that serves the project goal. Within these boundaries, the contributor may use the devices as they see fit.
- b. The contributor should have root (or comparable) permission on the hardware, and can configure it to their needs.

### **5. Ownership**

- a. The hardware is entrusted to individual contributors, but are owned by the project. They must be kept in reasonable condition for their lifetime and be used with care and stored in safe, secure and dry spaces when not used.
- b. The projects accepts that the hardware may break while in possession of the contributor. Returns or warranty policies should be exercised by sending a request to the mailing list.
- c. In the event of willful or clearly negligent damage, the contributor shall replace the device themselves.

### **6. Completion**

- a. Hardware should be returned to the project, or passed onto the next contributor who needs the device in a usable state, once the reason or project that needed the hardware is completed or the contributor stops making meaningful and sustained contributors to the project.
- b. Hardware should be factory reset, or otherwise cleaned of personal data before being transferred or returned.
- c. Hardware can be sent via mail or transferred at physical events such as the Inkscape Summit, FOSDEM, LGM and similar spaces. The project will cover luggage or shipping costs, but this must be agreed in advance.

d. The project leadership committee reserves the right to recall or reclaim the hardware at any time via a vote.

e. Hardware which is no longer being used, but is not required by the project for any other reason can be kept by the original contributor or transferred to another contributor for storage on behalf of the project.

f. If hardware needs to be disposed of, the contributor currently in possession is expected to recycle the electronics responsibly or send it away for disposal.

## **7. Record Keeping**

a. The project leadership committee will keep a list of purchased hardware and who currently possesses it. The list should be maintained publicly and in a location editable by the entire committee.