Discarding Equipment

**Computers:**

- To discard an old computer, you may drop off the computer at the ITS Technology Help Desk in Goldfarb Library: The Hardware Repair Shop will dispose of the hard drive(s) securely and then will dispose of the item in an environmentally responsible manner.
- If you are unable to bring your computer to the ITS Technology Help Desk in Goldfarb Library, please contact Facilities Services directly to arrange disposal.

**Keyboards, Mice, Monitors, Printers, etc.:**

- To discard old computer parts such as keyboards, mice, monitors, printers, and cables, etc., please contact Facilities Services directly to arrange disposal.
- Facilities is also able to assist with very heavy items, like large printers and monitors, for example.

*Brandeis University Facilities Services:*

http://www.brandeis.edu/facilities/

781-736-8500