

ADMINISTRATIVE PROCEDURE No. 5604

Use of Instructional Equipment

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed: 22-24 March 2014

References: Hawaii Community College System

1. All requests for use of instructional equipment shall be made using the "Request To Use Instructional Equipment" form.
2. If the equipment is for instructional use, and the borrower is a student, the request shall be endorsed by the Instructor. However, if it is the Instructor who is requesting, there is no need for an endorsement.
3. If the equipment is for non-instructional use, the request shall be submitted first to the Vice President for Instructional Affairs or Campus Directors for approval.
4. The approved request shall be forwarded to the Custodian for scheduling.
5. The Custodian shall explain to the borrower the conditions and procedure for allowing the use of the equipment. The date of return of the equipment shall be cleared with the borrower.
6. A Gate Pass is prepared in case the equipment shall be brought out of the Campus premises.
7. A Check Out logbook shall be maintained where the release of the equipment shall be recorded and duly acknowledged by the borrower.
8. When the equipment is not returned on the agreed date, the Custodian shall make a follow up.
9. Upon return of the equipment, the Custodian shall check the condition of the Equipment and record the return in the Check out Log. The Custodian shall report any damage or loss of the equipment to the Vice President for Instructional Affairs or State Campus Director for appropriate action.