

Technology Equipment Policy Procedures

Date Adopted: 21 May 2002

Date Revised: 11 December 2009

Date Reviewed: 28 May 2014

References:

Guidelines for granting equipment use requests

1. Such use does not interfere with regular, normal course instruction or with supplemental exercises associated with such courses.
2. Equipment is not used for personal, political, or commercial enterprises.
3. Use will not disrupt any of the College programs
4. Use will not create or increase risk of liability to the College.
5. Use of equipment will have a minimal impact on cost resources of the College (electricity cost, expendable materials, increased chance of loss of equipment, and so forth).
6. Where staff supervision of the use of equipment is required, use of equipment will be limited to the times when such supervision is available.
7. User must be determined to be qualified to use the equipment requested in a safe and reliable manner.

Ranked priority for usage of equipment

1. Regular instructional course usage by faculty and students currently enrolled at the College.
2. Use by faculty and students which is supplemental to instruction of regular courses.
3. Use by faculty and students for non-instructional purposes (as community service presentations, extended interest generated by a course, etc.).
4. Use by non-faculty or non-student members of the community for educational or community service purposes.

Non-instructional usage granting procedure

Requests for non-instructional use of equipment shall be initiated through appropriate channels from among the following:

Administrator, faculty, and staff member assigned the primary responsibility for the equipment.

ADMINISTRATIVE PROCEDURE No. 8800

Administrator, faculty, and staff receiving a request may ask for a ruling from the Vice President for Instructional Affairs or her/his designee if there is a question about the appropriateness of fulfilling such a request. Decisions by the Vice President for Instructional Affairs or her/his designee are final.

Administrator, faculty, and staff who assume the authority to grant requests consistent with this policy also assume the associated responsibilities. Such responsibilities include (but are not limited to):

1. Assuring the provisions stated above are met and obtaining a signature of the borrower on an appropriate form. Such form is to be retained until the specific usage is terminated.
2. Clearing use in all impacted areas of the College and notifying all sectors of the College of proposed use when appropriate (i.e., security guards, and other affected faculty and staff).
3. Checking the condition of returned equipment and assisting the College in assuring that borrower and user abide by the signed agreement.

Person or persons permitted use of instructional equipment shall be responsible for its proper use. She/he/they shall sign acknowledgment of such responsibility on an appropriate form before the use will be granted.

See Board Policy 8800