

OFF-CAMPUS USE OF DISTRICT EQUIPMENT

A. Authorization

District-owned equipment shall not be removed from any District facility except with written permission of the college president, Chancellor, or designee. Authorization may be granted for the uses listed below through the "College Equipment Loan Agreement." No item of equipment shall be removed under any circumstance until the warehouse supervisor has inventoried it and assigned a property control number.

B. Permitted Uses

District-owned equipment may be removed from campus, with proper authorization, for the following uses.

1. Professional/Business Use

Staff members may borrow District-owned equipment for professional use directly related to District business. In the case of computer or other electronic equipment no installation support will be provided unless the District requires such use.

2. Student Instructional Use

District-owned equipment such as musical instruments or photography equipment may be loaned to students as they are required as part of the instructional program. Such loan shall be limited to the term in which the student is enrolled.

3. Community Support Use

Under special circumstances District-owned equipment may be loaned on a short-term basis in support of a special community project. Under such use the equipment shall be loaned to a specific community agency that shall supply a certificate of insurance for the equipment while under its control.

C. Responsibility

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

D. Recall

Any loaned equipment is subject to recall by a college or District official at any time.