

Subject: Equipment Loan Policy

Policy Number: A4.10

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**POLICY**

Equipment will be provided to support faculty and instructors of all types by the IT staff. Equipment is not to be removed from its storage area except for instructional or professional use. University owned equipment may not be borrowed for personal activities. The user is responsible for the equipment.

**PROCEDURE**

Equipment that is to be used for instruction or professional activities must be reserved in advance through the IT staff. The equipment must be signed out each time it is removed. During regular business hours (8:30 am to 5:00 pm), it is the responsibility of the borrower to return the equipment to Room 110. After business hours, the equipment must be secured by locking the equipment in a lab/conference room or by temporarily storing the equipment in the borrower's office. In regards to the equipment in lecture recording lab, Davis 216A, all items in the recording lab must remain in the room.