## SUN AREA TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT

AND BOOKS

ADOPTED: October 17, 2002

**REVISED:** 

|   |                                 | 708. LENDING OF EQUIPMENT AND BOOKS   |
|---|---------------------------------|---|
| ] | . Purpose<br>SC 801<br>Pol. 707 | The Joint Operating Committee directs that center owned equipment shall not be loaned for noncenter use off center property. If equipment is required for use by those granted permission to use center facilities, it may be loaned in accordance with Joint Operating Committee policy. |
| 2 | 2. Delegation of Responsibility | Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Administrative Director.  |
|   |                                 | The user of center owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.   |
| 3 | 3. Guidelines                   | When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the center and shall pay the stated cost of services.  |
|   |                                 | Center equipment may be removed from center property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the Administrative Director is required for such removal.                 |
|   |                                 | Removal of center equipment from center property for personal use by staff or students is prohibited.   |
|   | SC 804                          | Center books may be used by students during vacations.  |
|   |                                 | Lending of Books  |
|   |                                 | The public may borrow books according to the following guidelines:  |
|   |                                 | 1. A maximum of three (3) titles may be borrowed at any one time.   |
|   |                                 |   |

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