

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: LEARNING RESOURCES EQUIPMENT USE

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: LEARNING RESOURCES CENTER



PRESIDENT

April 21, 2003

DATE

PURPOSE

The purpose of this procedure is to regulate the circulation of equipment under the control of the Learning Resources Center (LRC) for use by faculty and staff in conducting the business of the College.

PROCEDURE

1. Under normal circumstances, College equipment will be checked out only to faculty and staff at the Technical College of the Lowcountry. A request for equipment must be submitted at least 72 hours in advance of the time needed.
2. Before equipment may be charged out, a Media Services Request form must be signed and completed by the individual to whom the equipment is to be lent.
3. Any representative from an outside agency requesting the use of Learning Resources Center equipment will be referred to the Vice President for Finance, who may authorize check out of the item(s). If the equipment request is authorized, the agency representative will be referred to the LRC to complete and sign a Media Services Request form.

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4. Short term equipment loan periods may vary according to the quantity of equipment available, and the demand for it. Loan periods will be negotiated at the time of the request.
5. Some LRC equipment may be borrowed on a long term loan. Equipment on long term is subject to emergency recall. Any change of location of loaned items must be reported to the LRC, and noted on the Media Services Request form.
6. At the end of each semester, the LRC staff will contact each person who has checked out equipment on long term loan. The employee must return the equipment, or submit a new request form to the LRC within one week.
7. Equipment must be returned immediately after use, and/or at the time specified on the Media Services Request form.
8. The person who signs for any such item is responsible for its safe return and condition, normal wear and tear excepted. Transfer from one person to another is not permitted.
9. All equipment may be recalled as necessary for cleaning, repair, and reissue.
10. LRC equipment may not be provided on a long term loan to military bases, but short term loan of equipment to faculty or staff for use at the bases is permitted.