



Policies & Procedures Manual

Section: LIBRARY - GENERAL

Title: EQUIPMENT USAGE

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Approved by:

Senior Executive Council

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POLICY STATEMENT

Equipment loan periods will vary dependent on requestor needs, and anticipated use as described by faculty members.

All users will be required to sign an "equipment loan form" acknowledging their responsibilities to pay replacement or repair costs if equipment or any of its associated accessories/parts is damaged, lost, stolen, or not returned by the designated loan period.

PURPOSE OF POLICY

Different types of equipment are needed by students, faculty and staff. This policy provides protection to UCN in the process of loaning this type of equipment.

PROCEDURES

Examples of Equipment covered by this policy shall include but not be limited to: Digital Cameras; Video, or Handy cam cameras; Laptop computers; Digital or analog audio recorders; GPS; or Nursing kits. Other equipment may be added to this list as they are made available.

The user shall sign the Equipment Loan Form before they can check out any equipment.