

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: CS 004
Procedure Title: Technology Equipment Check out: Lending and Return

I. Purpose

This procedure sets out the steps for checking out and returning equipment from the Information & Communications Technology Department.

II. Procedure Statement

- A. Equipment to be checked out for a period of three to five days can be checked out without higher level approval. Equipment must be returned by due date.
- B. An Off-Campus Technology form must be completed
- C. A copy of the Off-Campus form must be with equipment at all times.
- D. Department managers will be notified in the cases of any equipment that is not returned by the due date established at the time of check-out.

Northwest Vista College employees will be responsible for safeguarding all assigned equipment while in their possession. The conditions under which equipment may be taken off-campus are listed below, and are hereby a part of the agreement signed by the responsible NVC employee:

- To immediately report stolen or missing equipment to the IT First Responders team
- To report damage to equipment to the IT First Responders team
- To return equipment monthly for general maintenance such as critical updates and virus scanning
- To use the equipment for NVC business only
- To return equipment immediately when we contacted for emergency maintenance or annual inventory
- To return equipment on their due date, or upon request, or termination of employment
- Equipment can only be checked out per semester
 - Justification is required for semester long reservations

Contact for Interpretation: Director, I & CT

Relevant Board Policy: C.2.7 Equipment Property Management

Relevant SACSCOC Principle:



Last Updated: September 12, 2016

Approved: _____
Vice President for College Services