

 ASSINIBOINE COMMUNITY COLLEGE Policies and Procedures	# Pages	Number
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Originator J. Brinkhurst		
Title Loan of College Equipment	Effective Date October 2002	Replaces G39 - update only

Purpose:

To outline the procedures for loan of College equipment

Policy:

The primary use of College equipment is for College activity by Assiniboine Community College staff. College staff wishing to use equipment for other than College activities may do so utilizing procedure outlined below. Outside agencies wishing to use College equipment may do so utilizing the procedure outlined below. Removal of equipment from secured areas must be documented. No use of College equipment should impede its availability for training or other College - related activities. This policy does not apply to Equipment administered by Computer and Information Services.

Procedure:

1. A loan sheet, available from the inventory holder, must document all uses of College equipment. On external loans the borrower assumes all financial responsibility for the loss, damages, or injury arising from the use of the borrowed item(s).
2. The possession of a duly authorized loan form (attached) will authorize removal of College equipment, other than audio-visual equipment, from College property. Loan forms must provide the following information:
 - a) Date received and date to be returned.
 - b) Name, signature and address of borrower.
 - c) Name and signature or initials of inventory holder or his/her designate approving the loan.
 - d) Inventory location loan was made from.
 - e) Statement of liability on external loans.
3. Computer and Information Services loan forms and equipment will be issued from the Computer and Information Services department as outlined in Policy G50, Loan of Audio Visual resource.
4. A borrower must obtain an authorized loan form prior to removal of College equipment from College property. Security staff are authorized to verify that individuals removing items from the College possess the required approval.

5. All loan sheets will be prepared in duplicate. Inventory holder (or designate) will retain original copy until the item is returned. The borrower will retain the other copy.
6. Return of loaned items will be noted on the original copy of the loan sheets. Similarly, the initials of the inventory holder (or designate) on the duplicate copy will serve as the borrower's proof of return. Original copies of loan sheets will be retained for one year from the date of return.

Date

President



VALID FROM: _____ TO: _____
 DATE OF ISSUE DATE TO BE RETURNED

QUANTITY	DESCRIPTION OF ITEM	SERIAL OR TAG NO.	ASSIGNED LOCATION (ROOM NO.)

ISSUED _____ TO _____
 PHONE: _____

ADDRESS _____

I acknowledge receipt of the above equipment and accept the conditions listed below.

I authorize the loan of the above equipment to the borrower listed on this form.

 Signature of Borrower

 Inventory Holder

 Date

AUTHORIZED FOR REMOVAL FROM ASSIGNED LOCATION

 Inventory Holder

Date

RETURNED TO ASSIGNED LOCATION

Inventory Holder

Date

CONDITIONS FOR TEMPORARY LOAN OF COLLEGE EQUIPMENT

1. *The borrower shall produce the original of this form upon request by Security Staff.*
2. *The borrower shall accept all financial responsibility for any loss, damages or injury arising from the use of Assiniboine Community College property for personal purposes.*