Title: Use of College Equipment Policy
Originated by: **President**
Signature   Date
Approved by:
Signature   Date
Reviewed on: Revised on:

Policy Statement: This policy is designed to facilitate the use of College equipment by full-time employees in support of on- and off-campus presentations, training, or any other non-personal use.

Rationale: Manhattan Area Technical College supports the educational and community service efforts of its employees and recognizes the need to offer assistance in these endeavors through the use of College owned equipment.

Definitions and Procedures:

1.   Definition and Use of Equipment

   a.   Equipment is broadly defined as any real property owned by Manhattan Area Technical College including, but not limited to, computers, projection devices, cameras, video and/or digital recorders, printers, or any other electronic peripherals; vehicles; heavy construction equipment; power tools, and hand tools.

   b.   Only full-time employees are permitted to check out College equipment.
      i.   The President is authorized to grant exceptions to this restriction to allow off-campus use of equipment by adjunct faculty or workforce trainers under contract with the College.

   c.   Equipment will be loaned for specified, short-term use.
      i.   The President is authorized to grant exceptions to this time constraint.

2.   Electronic Equipment Usage

   a.   Hardware may not be added or removed from the original configuration without the express written permission the Office of Information Technology.

b. Approved and licensed software including Microsoft Office Suite Professional and Adobe Acrobat Reader will be pre-loaded onto all computers.

c. The borrower will indicate on the equipment checkout form if he or she will install non-standard software. The borrower must provide the appropriate license(s) and media. Labor charges to load specialized software may be incurred and would be charged to the borrower's account.

d. Software installed onto College equipment at a training site must be removed or uninstalled in an acceptable manner before leaving that site.

3.   Borrower's Responsibilities

a. Responsibility for the care and safe keeping of the equipment lies with the borrower from the time the equipment is released until the equipment is checked back in to the lending office or department.

b. The borrower is responsible for any equipment setup and takedown.

c. Upon its return, all equipment will be inventoried and checked for damage. If damage has occurred and repair or replacement is necessary, the borrower will be notified and the borrower's account number will be charged.

d. The borrower will use an equipment inventory checklist, provided at the time of checkout, to ensure all equipment and accessories are accounted for before their return to the loaning office or department.

4.   Equipment Checkout Procedure

a. To ensure availability, equipment should be reserved at least two weeks prior to the date needed.

b. Equipment is loaned on a "first-come, first-served" basis; however, priority will be given to requests from the Office of Information Technology.

c. The borrower will complete, in full, the equipment checkout form at the time the equipment is reserved.

d. The *checkout* date is the date the borrower needs the equipment. The equipment will be available for pickup on the checkout date. The *return* date is the date equipment must be returned to the loaning office or department.