



AP 6535 Use of Non-Computer Related District Equipment

See BP/AP 3720 titled Computer and Network Use for specifics regarding computer-related equipment.

Non-computer related District property/equipment will only be loaned to persons employed by the District, or to students officially enrolled in classes, and only for instructional or District-related purposes. Property/equipment may be loaned at the discretion of the department/instructor.

Non-computer related District property/equipment may only be removed from campus with proper authorization as represented by the District Use of District Property/Equipment Loan Form. The department/instructor will determine who is authorized to check out property/equipment to employees/students.

Non-computer related District property/equipment is not to be used to repair or make a product for personal use except during, or part of, instruction, and/or preparation for instruction.

Each employee of the District will be responsible for property/equipment under his/her control.

Loss of property/equipment and unauthorized removal of property/equipment will be reported to the appropriate administrator within a reasonable time frame. The administrator will inform Campus Police, who will take an official report. Replacement requests will go to the Business Office with an explanation about the loss or theft of the property/equipment, and a justification that replacement is essential to the activity served.

All employees who check out property/equipment to employees or students will use the District Use of District Property/Equipment Loan Form.

Definitions and concepts used within this procedure are applied using a "reasonable person standard" within the context of professional practice.

Reference: Education Code Section 70902

Approved: 5/15/12 (*Replaces former Administrative Procedure 6.3.1.B*)



Program _____

Borrower Profile	Description of Item(s)/Chaffey ID #/Serial #
Name (Print) _____	_____
Home Address _____	_____
City/State/Zip _____	_____
Chaffey ID # _____	_____
Phone # _____	_____
Email _____	_____
Class _____	_____
Department _____	_____
Phone _____ FAX _____	Chaffey ID #/Serial # _____
If using a college vehicle, provide CA Driver's License # _____	Chaffey ID #/Serial # _____
	Chaffey ID #/Serial # _____

Date Checked-Out	Condition	Due Date	Date Checked-In	Condition

By signing below, I acknowledge that I accept full responsibility and understand the following:

I agree that the information I have provided is correct. Failure to return item(s) listed above by the due date set by the department on this form may result in payment for the cost/value of the item(s) and/or loss of check-out privileges. As the borrower, I am responsible for any item(s) borrowed, and may be held liable for repair and/or replacement costs for item(s) damaged, lost or stolen.

Borrower Signature _____

Date _____

Authorized By Signature _____

Date _____

Title _____

Location _____