

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
FINANCE UNIT
SIP-1180**

SUBJECT: Equipment Loans

REFERENCE: None.

ORIGINATION: December 9, 2008.

EFFECTIVE: December 9, 2008.

REVIEWED: August 31, 2010.

SECTION 1. PURPOSE

- 1.1 To establish procedures for loaning college equipment to civic organizations and/or individuals within the service district.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This procedure applies to all operational units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. PROCEDURE

- 4.1 Southern West Virginia Community and Technical College purchases equipment utilized to support the mission of the institution. The first priority is given to academic, student, and administrative use. However, in keeping with the college's mission of service to the community, it recognizes the need and permits the loan of college equipment to civic organizations and/or individuals within the service district. This procedure for loan of college equipment to non-campus organizations is not intended to restrict use based on race, religion, gender, national origin or creed of the borrowing organization or individual, but the institution reserves the right to be guaranteed that the use of the equipment shall not be illegal under the policies of the State College System of West Virginia Board of Directors, the laws of the State of West Virginia, or any Federal law or statute.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 All requests for the use of college equipment shall be directed to the Director(s) of Campus Operations.
- 7.2 The individual to whom the request is directed shall provide a standard “Contract of Loan” agreement form and shall instruct the borrower to present the form to the appropriate Director of Campus Operations (for equipment assigned to the campus).
- 7.3 The Director(s) of Campus Operations has the responsibility to ensure that the requested equipment is not needed for any college function during the time it is to be loaned and that the party borrowing equipment is knowledgeable of the handling and care of the equipment.
- 7.4 The contract must be signed by an authorized representative of the borrowing organization and or individual and the Director of Campus Operations. An exception is made for the loan of library audio visual equipment: only the borrower and librarian need to sign the Contract of Loan Form. Each party shall retain a copy of the contract.
- 7.5 If any violation of the contract occurs or if the equipment is damaged or lost, the Director of Campus Operations must be informed immediately. Procedures will then commence to have the borrower repair and/or replace the damaged equipment.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the procedure be amended or repealed.

Attachments: Contract of Loan Form SIP 1180 A.

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: December 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined. The policy SCP-1180 was rescinded by the Board of Governors to become a unit procedure on April 22, 2010.