



IT EQUIPMENT BORROWING POLICY

1. Information Technology equipment may be borrowed:
 - By faculty, staff and administrators of Las Positas College.
 - For the use of instructional, or other college-related, purposes.
 - For the period of the length of purpose at hand, but no longer than one semester. On the loan form, you must indicate when you will return the equipment.
2. Priority will be given for instructional purposes, particularly in-class use.
3. To borrow IT equipment, identification must be presented in the event that the person loaning the equipment does not recognize you.
4. Equipment is available on a first-come, first-served basis.
5. Privileges to borrow IT equipment may be revoked or suspended due to the following:
 - Repeatedly returning equipment late.
 - Returning equipment that is damaged or otherwise not complete or in good condition.
6. For a full list of IT equipment available for borrowing, and to make your request, please visit <http://www.laspositascollege.edu/technology/request-equipment.php>.
7. If any assistance is needed for setting up or using the borrowed IT equipment, please contact the Technology Department at 424-XXXX.
8. All equipment usage is governed by CLPCCD Board Policy 2311.