

The equipment at Pellissippi State Community College must be used for instructional and instructional-related purposes only. College vehicles, trucks, and other equipment must be used for official business. The following policies will be used to govern the use of college equipment;

- I. Equipment may not be signed out for use unless the serial numbers are recorded and inventory tags have been placed on the equipment by the shipping and receiving supervisor. No equipment may be removed from campus without proper authorization.
- II. All special and instructional equipment housed in the Library, Educational Technology Center or at an Educational Resource Center must be signed out through the Center. When checked-out equipment is not in use, it must be kept in a secure place. Equipment may be checked out to an individual for use on or off campus for instructional purposes or college-related functions.
- III. The replacement of damaged or lost college equipment with that of equal value is the responsibility of the signer when negligence is the cause. Such replacement must be worked out with the Business and Finance office.
- IV. When provable security measures are taken, and equipment is stolen or damaged, replacement may not be expected of the signer.
- V. Equipment alien to the campus, borrowed by faculty or staff, and used on campus is done so at the risk of that particular borrower, and is not the responsibility of the College.

It is the responsibility of each faculty and staff member and the intention of this college to protect and to make the wisest use of property and equipment. This is true of all property, whether or not it is purchased with state funds or was a gift, so long as it is inventoried for College use.

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