

# NORTHERN TIER CAREER CENTER

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT  
AND BOOKS

ADOPTED: August 23, 2012

REVISED:

708. LENDING OF EQUIPMENT AND BOOKS	
<p>1. Purpose SC 801, 1850.1 Pol. 707</p>	<p>The Joint Operating Committee directs that equipment owned by the center normally shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Joint Operating Committee policy.</p>
<p>2. Delegation of Responsibility</p>	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the Administrative Director.</p> <p>Center equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their education or job responsibilities. Prior approval of the Administrative Director is required for such removal and use.</p>
<p>3. Guidelines</p>	<p>The user of center owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p> <p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the center and shall pay the stated cost of services.</p> <p>Removal of center equipment from school property for personal use by staff or students is prohibited.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 801, 804, 1850.1</p> <p>Joint Operating Committee Policy – 707</p>