

STOCKTON UNIVERSITY



PROCEDURE

Technology Equipment Circulation

Procedure Administrator: Chief Information Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: December 22, 1977; March 21, 1978; February 9, 2011; October 4, 2011; April 27, 2020

Index Cross-References: Procedure 6909: Missing or Stolen University Property Reporting
Procedure File Number: 4146

Approved By: Dr. Harvey Kesselman, President

Information Technology Services maintains a limited equipment inventory of technology that may be circulated, subject to existing procedures. Faculty, staff and students are responsible for borrowed equipment while it is in their possession.

Loan of equipment is for the duration of the circulation period unless special arrangements are made at the time of the request. At the end of the circulation period, the request may be renewed. Renewal is at the discretion of Information Technology Services and will be determined by general demand for the equipment and use.

Specialized technology equipment that requires specialized skill and knowledge for proper or safe use is not included in this procedure.

If a student requires the use of technology equipment to complete a class assignment, the equipment will be issued to the student once Information Technology Services has received verification from the faculty member. The student is then responsible for the proper maintenance and return of the equipment. If the equipment is damaged or not returned, the student will be charged for the cost of replacement or repair. All losses of equipment must be reported immediately to Information Technology Services and Campus Police per University Procedure 6909.

Faculty, students and staff may borrow designated technology equipment for use off campus at the discretion of Information Technology Services personnel. All equipment is otherwise limited to use at campus locations only.

Review History:

	Date
Procedure Administrator	2/6/2020
Divisional Executive	2/6/2020
General Counsel	3/25/2020
Cabinet	4/23/2020
President	4/27/2020