

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: F 7.0
Procedure Title: Technology Lending and Return
Relevant Board Policy:
Originating Unit: Information & Communication Technology
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure sets out the steps for checking out and returning equipment from the Information & Communications Technology Department and the Instructional Innovation Center.

II. Procedure Statement:

- A. Equipment to be checked out for a period of one to two days can be checked out without higher level approval. Equipment must be returned by due date.
- B. An Alamo Colleges Off-Campus Technology form must be completed when equipment is checked out for a period longer than two days, but not to exceed five days. Higher level approval is not needed at this time.
- C. An Alamo Colleges Off-Campus Technology form must be completed with higher level approvals when equipment is being checked out for more than five days, up to one semester, for example for course development.
- D. Department managers will be notified in the cases of any equipment that is not returned by the due date established at the time of check-out.

Issued: December 14, 2010

Approved: (signed: Ana M. Guzman)
President