



POLICY

Title	Lending and Borrowing College Equipment
Policy No.	D.6.1
Approval Body	President & Chief Executive Officer
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	September 14, 2004
Effective Date	June 29, 2016

CONTEXT AND PURPOSE

This Policy and related procedures governs the borrowing of College equipment by students and employees at Vancouver Community College (VCC; the College). VCC departments can choose to allow students and employees to borrow equipment from their department. Departments must inform the borrower of the terms of use. Equipment is loaned in such a way to reduce the risk to the College from loss or damage.

SCOPE AND LIMITS

This policy applies to VCC students and employees.

STATEMENT OF POLICY PRINCIPLES

1. To support the education, research, and activities of students and employees at the College, departments can make equipment available to be borrowed.
2. The equipment is loaned primarily for College-related use, such as in- and out-of-classroom learning, study, or presentations.
3. Departments will establish written terms of use for their loaner equipment, available to a borrower prior to lending the equipment.
4. The borrower will take due care to ensure the safety and condition of the item(s).
5. The borrower is responsible for becoming familiar with the proper operation of the equipment.

DEFINITIONS

Borrowing: The short term loan of a piece of equipment. This does not include equipment that is provided to students or employees as part of their course of study or employment.

Employee: A person who is currently employed by VCC on a full-time, part-time, contract, or temporary basis.

Student: A person who is currently registered in full-time or part-time credit or non-credit programs or courses offered by VCC.

RELATED LEGISLATION & POLICIES

Policies

- A.3.6 Standards of Employee Conduct and Conflict of Interest
- B.3.3 Rental of College Facilities
- B.5.2 Appropriate and Responsible Use of Education and Information Technology
- D.1.5 Use of Library Resources
- D.4.2 Student Grievance
- D.4.3 Student Code of Conduct (Non-Educational Matters)

RELATED PROCEDURES

Refer to D.6.1 Lending and Borrowing College Equipment Procedures.