



Office of Computing and Information Services Equipment Checkout Policy

1. Checkout equipment is available to full-time Dalton State College faculty and staff on an as-needed, as-available basis for college related purposes. Students are not allowed to check out the equipment (this includes clubs and organizations).
2. Requests for checking out equipment must be made at least two (2) days prior to the desired date of use. There is no guarantee of availability.
3. Users checking out equipment are responsible for knowing how to set up and use the equipment. If training on how to set up and use the equipment is needed, arrangements must be made in advance.
4. Purposes of use for checkout equipment: The checkout equipment is intended for short term use by faculty and staff members for work related projects such only (not for personal use) as presentations off-campus or meetings on-campus. The checkout equipment is NOT intended to be used on a regular basis in a classroom setting by faculty members.
5. Each piece of equipment is issued for seven (7) days. If the equipment is needed longer than the seven (7) day period, special permission must be given by OCIS and indicated on this form. If the equipment is not returned on the scheduled date, the user could have checkout privileges suspended.
6. Each piece of equipment is assigned in full working order on the day of issuance. Any malfunctions should be reported within 24 hours of checkout.
7. By signing this form and removing the equipment from the OCIS office, you are fully responsible for the equipment issued in your name. You are financially responsible for the replacement cost of the equipment should loss, theft or damage occur. Your personal homeowner's or renter's insurance should be notified; however, you are responsible for immediately reimbursing Dalton State College.