

<b>Booking of Equipment</b>	
<b>Origin:</b> School of Occupational Therapy	<b>Location:</b>
<b>Developed:</b> May 15, 2007	<b>Reviewed:</b> June 1, 2007
<b>Revised:</b>	
<b>Governing Authority:</b> COW, Director, Administrator	<b>Date of Approval:</b> <b>December 4, 2008 COW</b>
<b>References:</b>	
<b>Corresponding Policy: *</b>	

**Responsibility of: Administrative Coordinator**

Faculty, staff and students may sign out support equipment/technology (teleconference & videoconference) through the Main office

Procedure:

1. Check with the office reception desk for availability of equipment.
2. If the equipment is available when needed, note the date and time needed as outlined in the “**Sign Out Book**”.
3. Faculty and Staff may sign out equipment (laptops, data projectors, etc) for a specified period of time with the understanding that the equipment must always be returned on time for teaching purposes. Faculty and Staff who are borrowing equipment for personal reasons will sign a letter of agreement (See Appendix A) given to them by the Student Support Secretary stating that they will be responsible for replacing or repairing any equipment that may be stolen or damaged while in their possession outside of the School.
4. Faculty will arrange with the Student Support Secretary any special sign out arrangements for the students (including length of time for sign out, what equipment is to be signed out, etc.). This should be done as soon as possible so that the Support Secretary can organize the equipment and paperwork.

APPENDIX A



*Letter of agreement for signing out equipment for personal use*

I, \_\_\_\_\_ agree that I am responsible for replacing or repairing any piece of School of Occupational Therapy equipment (ie: laptop, data projector, teaching equipment) that may be stolen or damaged while in my possession for personal use. I agree to work with the School to find a suitable replacement for any stolen equipment and will also authorize the School to use the services of any repair company they are accustomed to using.

ITEM(S) SIGNED OUT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

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