

CPCC Faculty/Staff Equipment Policy

Purpose

Faculty/Staff equipment are available on a first come first served basis to current CPCC Faculty and Staff. Equipment is available to faculty and staff in order to perform tasks necessary to their job function at CPCC. Failure to comply with this policy and/or repeated late returns may result in loss of equipment borrowing privileges.

Length of Check Out & Renewals

A limited number of laptops are available for check out for the entire semester. Division Director or Supervisor approval is required for semester laptop requests. Users requesting semester long laptops for more than two semesters may be deferred until the 10th curricular day of the semester to ensure all faculty & staff have access to devices. Semester laptops must be returned at the end of each semester.

Standard laptop checkout is for up to 2 weeks. Renewals will be granted when availability permits up to a 6 week maximum. Six consecutive weeks is the maximum per semester.

Item	Checkout Period	Renewals
Laptop	As identified by borrower/2 weeks	Renewals will be granted when availability permits up to a 6 week maximum.
Semester Laptop	Semester	No
Other Equipment (camcorders, tripods, projectors, etc.)	As identified by borrower/2 weeks	Renewals will be granted when availability permits up to a 6 week maximum.

All equipment **must** be returned to the library prior to the college closing for winter break. A message will be sent to all borrowers in early December indicating the last day for equipment returns in that year.

The time period between summer and fall semesters is not considered part of the regular loan period for laptops. This allows for routine maintenance between semesters. Exceptions will be made on a case by case basis and may require supervisor approval.

Late Returns

Borrowers will receive a reminder email before the loan period ends.

In the event an item is not returned within the agreed upon loan period, CPCC Library will do the following:

1. Email and /or telephone borrower
2. Email and/or telephone call to Supervisor/Division Director
3. Escalate to appropriate Dean
4. Datatel block added to employee record
5. Human Resources may be contacted
6. Employee information will be submitted to a collections agency

Campus Security may be notified and a police report may be filed at any time in this process in an attempt for the college to re-claim the item(s).

Lost, Stolen, or Damaged Equipment

Replacement of lost or stolen equipment is the responsibility of the borrower. The borrower will also be responsible for the cost of repairing damaged equipment.

How to Request

To request equipment please fill out the [Equipment Request Form](#) located on our [Faculty Resources page](#). Once the form is completed you will be contacted within 2 business days about your request.

If requesting a semester laptop you will need to fill out the [Semester Laptop Request](#) form. Once the form is completed and returned you will be contacted within 5 business days. Requests for semester laptops will be accepted once the previous semester has ended. Semester laptops will not be checked out more than 2 business days prior to the start of the semester.