

MATERIALS AND EQUIPMENT MANAGEMENT

Code **ED-R** Issued **1/03**

The center prohibits the use of center equipment for personal purposes. In addition, the center does not encourage employees to take equipment home for professional use. However, center needs may make such use appropriate. In such instances, employees must receive prior written approval from the director.

Occasionally employees will be required to use center equipment in presentations, etc., away from the center. For the employee's protection in these instances, the center will assume responsibility for loss, damage or theft only if the director gives prior written consent.

Definition of center equipment

For the purposes of this section, equipment is instructional materials, tools and movable furniture that have a normal life of more than one year, and that are not used up in instruction or the operation of the center. Materials have a life of less than one year and are consumed in instruction and operation.

Requisition of equipment

Employees must requisition equipment on purchase order forms supplied by the center.

Ownership of equipment

Legally, all equipment purchased automatically becomes the property of the center. Employees may transfer equipment from a program only after securing the consent of the director.

Loaned equipment

The center will not loan any equipment without written authorization from the director.

- Equipment and materials may be used for center community meetings.
- They may also be used for public relations presentations in which an employee or board member of the center is so identified and is explaining a function of the curriculum to a segment of the lay public. If they are to be taken out of the center, the employee must comply with the procedures set out above.
- Center groups composed of students with a faculty sponsor may use audiovisual equipment.
- Professional educational groups may use the audiovisual equipment.

The director will make decisions for situations that do not fit the above conditions.

Borrowed equipment

The board will assume no responsibility for any equipment that is borrowed by staff or teachers in the conduct of their daily work or for any special project or use in the center. This is also true of all equipment owned by teachers or left in the buildings during the summer months or during the year. Employees must return all borrowed property at the close of each school year. The responsibility for return rests definitely upon the employee and director.

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Transferred equipment and property

Employees must not move furniture or equipment from one building or program to another without permission from the director.

Summer storage of equipment

Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.

Care of equipment

Employees must take every precaution to maintain equipment at its full efficiency. Teachers and administrators will encourage proper attitudes toward equipment and instructional supplies furnished by the center. Only qualified people may use equipment that requires specialized knowledge.

Loss or damage of equipment

Parents of minor children are responsible for all loss or damage of equipment caused by such students. All faculty are authorized to make a reasonable charge for any damage to center equipment because of the negligence or carelessness of the individual student.

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