

Faculty/Staff Use of Equipment Off-Campus

Date: _____

For: _____
NAME OF FACULTY/STAFF PERSON (PLEASE PRINT) DEPARTMENT

Check One:

I give permission for one time use of equipment off campus.

Date: _____ Location: _____

Purpose or Event: _____

I give permission for the above named faculty to take ITS equipment off campus for official SDSU purposes until notified otherwise.

Approved by: _____
DEPARTMENT CHAIR/DIRECTOR

As the department Chair/Director of the faculty/staff person listed above, I hereby acknowledge the following:

1. Permission by the department Chair/Director is required for use of ITS checkout equipment Off-Campus.
2. By granting permission to use ITS equipment off campus, the department is fully liable for the equipment in accordance with the *Policy on Lost, Stolen, or Damaged Equipment*. I have read the policy and agree to abide by it.
3. Faculty/Staff, who remove equipment from campus without getting department approval that results in lost, damaged, or stolen equipment will not be held personally responsible. The department will be held responsible for the faculty/staff person's actions except in the case of gross negligence.
4. Department permission for using equipment off campus must be in writing. A phone call or voice message is not recognized as permission.

Policy on Lost, Stolen, or Damaged Equipment

Instructional Technology Services policies in the past have stated that the faculty or staff member and/or his or her department were responsible for lost/damaged media and equipment that they checked out, or that they authorized students to check out or use. The ITS policies have been updated to state that the faculty or staff member's department alone will be responsible for the lost/damaged items.

Unfortunately, the cost of lost/damaged items can be significant for equipment such as video/data projectors and laptop computers. I encourage you to remind your faculty and staff of the potential costs that are associated with the equipment and media they check out, especially that which they are then providing to students in their classes or in student organizations they sponsor.