

## **DoIT – Electronic Equipment Checkout Policy – SCC Faculty & Staff**

### **Overview**

The Department of Instructional Technology offers an electronic equipment checkout service to South Central College (SCC) staff and faculty. Electronic equipment is available for checkout at the Help Desk on the N. Mankato campus and the Library on the Faribault campus. Electronic equipment is to be used for the purposes of study, work, and research related to SCC activities.

### **Limits & Availability**

- The electronic equipment can only be checked out and used by currently employed SCC staff or faculty.
- Faculty and staff will be allowed to specify their return date, not to exceed the last duty day of the current semester to allow for inventory and maintenance.
- Electronic equipment can be reserved by emailing the Help Desk ([helpdesk@southcentral.edu](mailto:helpdesk@southcentral.edu)).
- Borrowers may not alter, delete or copy any software loaded on the electronic equipment or otherwise change its existing configuration.

### **Checkout Procedure**

- An employee borrowing any electronic equipment should read and agree to abide by the SCC Electronic Equipment Checkout Policy and the MnSCU Acceptable Use Policy. (<http://www.mnscu.edu/board/policy/522.html>)
- An employee borrowing electronic equipment is required to present a valid SCC ID card.
- The borrower must sign the electronic equipment checkout agreement before taking any electronic equipment.
- At the time of checkout, the electronic equipment will be inspected by a Help Desk worker to make sure it is intact and functioning properly.
- The borrower will be cautioned to save files on flash or jump drives, CD, or to send them via an email attachment. All faculty/staff have access to “My Files.” Access is available from the faculty/staff portal. All files will be erased after the computer is returned.

### **Check-in Procedure**

- When returning, the borrower should allow at least five minutes for a Help Desk worker to check the equipment.
- Borrowers must return the electronic equipment to a Help Desk worker. Electronic equipment should not be left unattended at the Help Desk counter.
- A Help Desk worker will verify that all parts are present and that the computer and all accessories are in good working order.
- All electronic equipment will be turned on and checked for functionality upon return.

### **Troubleshooting Problems & Questions**

- If patrons experience problems with electronic equipment hardware or applications or have questions, they should ask a Help Desk worker.
- The borrower will be fiscally responsible for any damage to any electronic equipment if he/she tries to troubleshoot problems.

### **Disclaimer**

- SCC is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data (video, photograph, audio) that may occur due to malfunctioning hardware or software.

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