

Information Technology Services

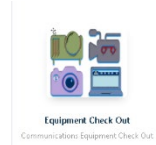
Equipment Check Out/In Procedures

Purpose: Process for checking out equipment for college-related activities by faculty and college personnel:

NOTE: Checking out of a device has a two-week limit unless approved by the Director of Network Systems.

1. Submit the electronic form, [Equipment Check Out](#).
 - a. Equipment to be requested includes: digital camera, video camera, laptop computer, overhead projector, slide projector, video data projector, portable screen, sound equipment, DVD player, color television monitor/receiver.

NOTE: Form must be submitted to Media Services five (5) days prior to date needed to allow time to collect requested equipment.



2. Employee will pick up and return equipment to Technical Support office area Library 237.
3. Check In/Out form” is to be signed by employee at time of pick-up of equipment