

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
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How Do I Borrow Information Technology Equipment?		

A. Brief Description

The below guidelines and procedures for the borrowing of information technology equipment are in compliance with the District's established guidelines.

B. How To

1. Request for issuance of portable information technology equipment to a specific employee, student or third party must be made by the appropriate department head in writing to the College Information Technology Manager or designee.
2. An Equipment Loan Request Form must be issued, signed by the department head and employee, student or third party who will be using the equipment.
3. The Loan Request Form must clearly identify whom the equipment is issued to, a description of the item, business purposes for the issuance and an acknowledgement of liability if loss should occur.
4. The original signed Loan Request Form should be kept in the file at the Information Technology Department.
5. Copy of the form should be provided to the employee, student or third party to whom the asset was issued and to the department head making the check-out request.
6. When the equipment is no longer in use by the party it is issued to, whether by termination of employment, change in assignment or project, the party that is issued the asset should return the equipment to the college Information Technology Department.
7. The Information Technology department will update its check-out log to reflect the return of the asset and inform the program department head that the equipment has been checked in.
8. The Information Technology Department will return the initial Equipment Loan Request Form to the employee, student, or third party to obtain a check-in signature.
9. The college Information Technology Department will also sign the form signifying approval that the equipment has been received and in its original condition.
10. The Information Technology Department will then screen the equipment by archiving business files maintained by the original user and wiping the user's drive clean of any sensitive or confidential information for re-issuance.
11. If the equipment is returned severely damaged or a complete loss, and such loss is verified by the College Information Technology Manager, the findings will be reported to the Vice President of Administration to recommend action to seek compensation

from the employee, student or third party for the cost of damage or loss of the equipment, if such loss is reasonably connected to the user's misuse or negligence in keeping the asset secure.