

## COMMUNITY COLLEGE OF DENVER

Title: TLC Equipment Rental

Guideline #: INST – 8

Approved: March 11, 2013  
July 13, 2015  
August 9, 2017

REFERENCES: None

Approved By: Dr. Everette J. Freeman, President

---

### 1. PURPOSE

The purpose of these guidelines is to develop a process for the Teaching Learning Center (TLC) to loan out technology equipment to Community College of Denver (College) faculty and staff.

### 2. APPLICABILITY

These guidelines apply to all faculty and staff members of the College.

### 3. DEFINITIONS

Technology Equipment – All equipment purchased and owned by TLC to be used for instructional training purposes, use in a classroom environment, or other sanctioned instructional purposes as deemed appropriate by the Associate Dean of TLC.

#### 4. GUIDELINES

When checking out TLC equipment, faculty or staff must sign the attached TLC Equipment Rental Form (TLC-9). All TLC equipment will be loaned out to faculty or staff for a period of thirty (30) days. After the thirty (30) days, the technology equipment must be returned to the TLC. If an extended time period is desired, TLC staff will review the request and determine whether to authorize additional time. Decisions will be based on equipment availability and justification for use.

TLC technology equipment has been purchased for faculty and staff to pilot for instructional use and media creation. The technology equipment is not intended to substitute for regularly assigned job duties. If faculty or staff believes that the technology equipment is necessary for their success at the College, they should speak to their supervisor about purchasing technology equipment for their respective department.

Faculty and staff who check out TLC equipment are responsible for returning the equipment in the condition they receive it. Any damage to or loss of TLC equipment will be the responsibility of the receiving department to replace such equipment. If it is determined that the damage to or loss of equipment was caused by the gross negligence of the faculty or staff member then that faculty or staff member may become personally liable to the College to replace such equipment.