

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: PROPERTY  
TITLE: LENDING/USE OF INTERMEDIATE  
OWNED EQUIPMENT AND BOOKS  
ADOPTED: NOVEMBER 20, 2002  
REVISED: SEPTEMBER 23, 2015**

	<p>708. Lending/Use of Intermediate Unit-owned Equipment and Books</p>
1. Purpose	<p>The Board recognizes its responsibility to utilize Intermediate Unit capital and materials primarily for the best interests of the educational program, intermediate unit, and secondarily to assist in meeting specific public service needs of the community.</p>
SC 801	<p>Items of Intermediate Unit-owned equipment shall not be loaned for non-job related use by any person, including Intermediate Unit employees, either at the assigned location or removed to another location. Students may use equipment as indicated in the Individualized Education Program for use out of school.</p> <p>Limited exceptions to this general rule are noted in this policy.</p>
Pol. 707	<p>If equipment is required for the use of those granted permission to use Intermediate Unit facilities, it may be loaned in accordance with Board policy on the use of school facilities.</p>
2. Authority	<p>The use of specific items of equipment may be granted on the written request of the intended user and approval by the program supervisor and team director, based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. The equipment is so highly specialized, so limited in frequency of use and/or so expensive that it would not normally be reasonable for personal purchase or rent.</li> <li>2. The equipment is not subject to excessive unobservable depreciation in the intended use.</li> </ol> <p>The use of Intermediate Unit-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p> <p>When equipment authorized for loan requires the services of an operator, the use shall employ the services of a person designated by the Intermediate Unit and shall pay such costs as have been set for said hire.</p>

<p>SC 804</p> <p>3. Guidelines</p>	<p>Intermediate Unit equipment may be removed from an assigned location by staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the supervisor and team director is required for such removal.</p> <p>Removal of equipment from Intermediate Unit property for personal use is prohibited by staff or students unless approved by the program supervisor. This does not include equipment needed by students for educationally-related activities.</p> <p>School books and related materials may be used by students during vacations, extended sickness, or other circumstances as recommended by the supervisor or as stated by the IEP. Assessment kits, used by districts, may be lent for a fee.</p> <p>Equipment, for the purpose of this policy, may be described as but not limited to the following:</p> <ol style="list-style-type: none"><li>1. Musical instruments and related equipment including electronic keyboards.</li><li>2. Tables and/or chairs.</li><li>3. Utensils that are not part of a requirement for students.</li><li>4. Technology items including computers, projectors, and calculators not specifically assigned to staff members.</li><li>5. Audio visual items including cameras, video recorders, tape recorders, projectors, VCR's, DVD's, televisions, and radios.</li><li>6. Science equipment including aquariums, spectrometers, etc.</li><li>7. Art equipment including easels, brushes, kits, kilns, wheels, etc.</li><li>8. Copying, duplicating, small lamination, and printing machines.</li><li>9. Outdoor items including mowers, snow blowers, and plows.</li><li>10. Vehicles</li></ol> <p><u>Application Process</u></p> <p>All requests for use/loan of Intermediate Unit equipment shall be made in writing to the program supervisor or other appropriate management personal at least forty-eight (48) hours in advance. The request shall include:</p> <ol style="list-style-type: none"><li>1. A thorough description of the item(s), including model number, serial number, etc.</li><li>2. Intended use.</li><li>3. Location use.</li><li>4. Date(s) of use.</li><li>5. Pick-up and return arrangements.</li></ol> <p>A reasonable damage deposit or contract "to return in/to original condition" may be required as deemed necessary by the administration. Damage deposits shall be returned to the extent that it is not needed to offset any damages.</p>
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School Code  
801, 804

Board Policy  
707

The borrower shall be responsible for transporting the equipment to and from the school premises.