

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	Second Reading
Legal	1. 24 P.S. 801 2. 24 P.S. 1850.1 3. Pol. 707 4. 24 P.S. 804
Last Revised	January 29, 2020

Purpose

The Joint Operating Committee directs that equipment owned **by the** school **normally** shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with **Joint Operating Committee** policy.[\[1\]\[2\]](#)[\[3\]](#)

Delegation of Responsibility

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the building administrator, but this is a local decision.

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the

{ X } Director or Principal.

{ } **Joint Operating Committee Secretary.**

{ } **Business Manager.**

{ } **supervisor.**

{ } **building administrator.**

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section. It should be determined if this language is still in accordance with

CTC practice or wishes. **If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.**

{ X } School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks **relevant to** their **education** or job responsibilities. Prior approval of the

{ } **building administrator**

{ x } Director or Principal

is required for such removal **and use**.

Guidelines

The user of school 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.

When equipment authorized for **lending** requires the services of an operator, the user shall employ the person designated by the school and shall pay **the stated cost of services**.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building administrator.[\[4\]](#)