

Procedure 4.0108

BCCC Technology Reservation Procedure for College Personnel Procedure

College Personnel have several options for reserving/checking out equipment for short-term use in the classroom, at conferences, or for special College-related projects. Technology includes but is not limited to: laptops, microphones, cameras, flip video cameras, data projectors, iPads, mediasite recorders, and webcams, etc. Essential accessories such as a power cord, case, and mouse are provided.

Use the following chart to determine your needs:

Device	Location	Contact
Laptops, Mobile Electronic Devices, Microphones, Headphones	Computer Support Services Bld. 1	Brenda Rogers x 6396 pcsupport@beaufortccc.edu
Digital Recorders, Sound Cameras, Video Flip Cameras, Microphones, Webcams, Tripods, Mediasite Recorder	Media Department Bld. 5, lower level	Tricia Woolard x 6312 triciaw@beaufortccc.edu
Data projectors, Screens, Overhead projectors, Portable Microphone System	Audiovisual Department Bld. 5, lower level	marshallh@beaufortccc.edu
iPads, Mac Laptops, Android Tablets	Library Bld. 5	saundrap@beaufortccc.edu

General Guidelines:

- Equipment can be reserved on a first-come, first-served basis, subject to availability.
- Technology can be reserved for College-related purposes only.
- The maximum length for check-out is one semester unless otherwise approved.
- Due dates must be adhered to in order to prepare equipment for next user.
- Technology needs to be returned in a timely manner for annual inventory.
- Standard College-supported software (Microsoft Office) and web browsers are installed on all devices.
- The borrower (or borrowing department) is responsible for loss or damages. Charges will be based on the cost of repairs or the replacement value. Other punitive actions, to include but not limited to withholding of grades, civil, or criminal

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action, may result from borrowers who fail to compensate the College for loss or damages.

- Technology use is intended for College employees and Board of Trustee members.
- All users must adhere to the College Computer Use Guidelines, the Internet Acceptable Use Policy, and the Copyright Policy and the Laptop Policy found in the College Policy & Procedures Manual.
- Laptop hard drives are erased and re-imaged. Users should remove any personal information before returning the laptop. Once the laptop has been reimaged, personal files cannot be recovered. When laptops are returned to campus, they must not be connected to the main campus network prior to having it scanned by network services and computer support.

Each department has its own Reservation and Check-out Procedures. Contact the staff persons listed in the chart for further information.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Services and Resources Policy](#)

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*