

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H105 - Lending Of Eastern-owned Equipment And Or Books
Code	H105
Status	Active
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Last Revised	September 11, 2013
Last Reviewed	September 11, 2013

Policy Number: H105

Title: Lending of EASTERN-Owned Equipment and/or Books

Section: Property

Items of EASTERN-owned equipment and/or books may be loaned to faculty and staff if the following conditions are met:

There is not a conflict of interest with the educational program; and

It is in the best interest of EASTERN for the equipment to be loaned.

Use of specific items of equipment may be granted on the written request of the intended faculty or written request by the Director or the Business Manager and only when such equipment is unobtainable elsewhere.

The user of EASTERN-owned equipment shall acknowledge in writing on a form to be provided by the Business Office that they will 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 loan requires the services of an operator, the user shall employ the services of a person designated by EASTERN and shall pay such costs as have been set for said hire.

Adopted: 3/10/82

Revised: 9/11/13

See also:

DP H105 - Lending of EASTERN-Owned Equipment and or Books