

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title MEDIA EQUIPMENT	Number E-7.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. E-7.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Institutional equipment is available and may be reserved by contacting the Library. Following are general guidelines for using this equipment.
 - A. Requests for use of equipment by a student must be approved by the student's faculty advisor or Department Head.
 - B. Anyone checking out equipment must be known to be skilled in the use of the equipment or be able to demonstrate proficiency.
 - C. Equipment is available to faculty and staff for institutional purposes, not for personal use.
 - D. Maximum length of sign-out is seventy-two (72) hours, except in unusual situations and as approved by the Library Director or the Director's designee.
 - E. Equipment may be checked in (not out) by arranging for personnel to be at the Library for check-in.
 - F. Scheduling is available on a first-come, first-served basis.
 - G. The person checking out equipment is responsible for returning it and is liable for the equipment, all missing articles, and any damage other than normal wear and tear.
 - H. Equipment is not to be taken off campus without written approval of the President, the Vice President for Business Affairs, or Director of Facilities Management.