WESTERN NEBRASKA COMMUNITY COLLEGE LIBRARY

Equipment Policy

1. Any use of WNCC equipment must be in conjunction with the College's role and mission and in compliance with Board Policy #235.0050.96.

2. Western Nebraska Community College personnel may use library equipment on or off-campus and have priority in their use. Sub-loan of equipment is not allowed.

3. Advance reservations to use equipment must be made to insure availability and give sufficient time for staff to service the request, including instruction in use if needed. Adjunct faculty will reserve equipment through the Library. The instructor will pick up and return equipment.

4. Student use of equipment is limited to in-library use or can be checked out to the instructor for class presentations or student organization functions.

5. Off-campus use of WNCC equipment by outside groups must be in conjunction with a presentation by WNCC personnel, with the staff member checking out, operating and returning the equipment.

6. Organizations renting WNCC facilities may request the use of audio-visual equipment at the time of the building reservation. Rental fees are set by the Business Office and a fee schedule is available from them. Organizations using equipment shall be responsible for repair or replacement in case of damage to the equipment.

7. Use of duplicating video equipment is restricted to staff use for instructional purposes.

8. Lost items or not returned items will be billed at replacement cost to the account of the person that checked out the item.

Revised 8/12/14