

Equipment Lending Policy

Part I – Policy Statement

The MRTC recognizes the need to lend equipment to its constituents for professional purposes.

Part II – Policy Procedures

1. The MRTC may purchase equipment for the express purpose of lending it to any MRTC constituents.
2. All equipment shall remain the property of the Teacher Center.
3. The Teacher Center will be responsible for all routine maintenance and repair of equipment.
4. Individuals or their districts will be responsible for damages, loss or theft of equipment borrowed.
5. The Director will make guidelines including but not limited to the length of time the equipment may be borrowed and may require written documentation of the purpose the equipment will be used for and what learning standard it will address.
6. The MRTC staff will provide training or information concerning the use of the equipment.
7. The MRTC staff will inspect all equipment prior to lending to insure that it is working and undamaged.
8. The MRTC staff will maintain accurate records of who is borrowing equipment, who is assuming financial responsibility and duration of the loan.
9. The MRTC staff will be responsible for the inspection of all equipment when it is returned and will report any damage or problems to the Director.