



UNIVERSITY OF  
SOUTH DAKOTA

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<b>Originating Office:</b>	Information Technology Services
<b>Responsible Executive:</b>	Vice President for Information Technology and Administration
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# Equipment Checkout Policy

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## I. REASON FOR THIS POLICY

The purpose of this policy is to ensure technology resources provided for checkout remain in working order and are available to faculty, staff, and students in the support of our educational mission.

## II. STATEMENT OF POLICY

Information Technology Services (ITS) maintains a pool of equipment available at no cost to faculty, staff and students. The primary purpose of equipment checkout is to enhance learning and university activities and to conduct university business.

## III. DEFINITIONS

Not Applicable

## IV. PROCEDURES

- A valid USD ID must be presented upon checkout
- Equipment is to be used only for university-related activities.
- Equipment is available on a first-come, first-served basis.
- Equipment may be reserved up to 28 days in advance.

- The maximum length of time an item may be checked out is 7 days. One renewal is allowed for a maximum checkout of 14 days (dependent on equipment availability).
- Recurring reservations are not permitted and will result in privileges being revoked.
- Reservation is automatically cancelled if equipment is not picked up within 2 hours of scheduled pickup time.
- Equipment is to be returned by the scheduled return time. Late equipment impacts other reservations for the equipment.

#### **Damage or Loss**

- While equipment is in your possession, you are responsible for the equipment at all times.
- You may not loan the equipment to anyone else.
- Do not leave equipment unattended.
- If an item is not returned, you will be charged the amount it would cost information technology to replace the equipment.
- If an item is damaged, you will be charged the amount it will cost information technology to repair the equipment not to exceed replacement cost of the equipment.

#### **Late Returns**

- Checkout privileges will be revoked for 30 days if equipment is not returned within 24 hours of the scheduled return time.
- After 5 business days, the equipment will be considered stolen property. The appropriate authorities will be notified such as USD Public Safety, Human Resources or Student Rights and Responsibilities.

#### **Abuse of Checkout Privileges**

- On the second instance of damaged equipment, late return, or recurring reservations, checkout privileges will be revoked for 60 days.
- After the third instance of damaged equipment, late return, or recurring reservations, checkout privileges will be revoked for 90 days.
- Any subsequent abuses will result in disciplinary action up to and including permanent revocation of checkout privileges as determined by Human Resources or Student Rights and Responsibilities.
- Equipment checkout privileges will be permanently revoked upon one instance of a late return past 5 business days.

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## **V. RELATED DOCUMENTS, FORMS AND TOOLS**

WebCheckout Self-Service:

<https://usd-checkout.usd.edu/patron/patronPortal.html>