



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board Policy

### Chapter 6 – Business and Financial Services

#### BP 6535 USE OF DISTRICT EQUIPMENT

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District materials are public property administered under the trusteeship of the Board and restricted by law generally to activities which are a part of District programs.

The use of District equipment and supplies shall abide by:

1. Priority for use shall be in support of regular District programs.
2. On-site use which is incidental to the use of real property under the Civic Center Act as authorized by BP 6700 titled Civic Center and Other Facilities Use.
3. Use for personal advantage or gain by individuals is prohibited. This prohibition includes employees, members of the community, and students in other than direct educational activities.
4. Students may be authorized by instructors and local equipment custodians to use District equipment and supplies in circumstances additional to classroom/ laboratory classes when such use is a part of a course of study in which the student is currently enrolled. This authority is limited to on-campus use under the immediate supervision of the instructor.
5. The District Chancellor may authorize the use of District equipment and supplies as exceptions to rules 1, 2, or 4 above, when in the District Chancellor's opinion:
  - a. The use is for the general benefit of the community; and
  - b. The use does not constitute appreciable cost to the District by reducing significantly the service life of the equipment; or
  - c. The use is in response to an emergency or civil disaster assistance request.

Such exceptions shall be reported to the Board of Trustees.

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**Adopted:** 01/24/80

**Revised:** 10/14/98, 12/08/16

*(Replaces current SDCCD Policy 0530)*