



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy
0530

October 14, 1998

USE OF DISTRICT EQUIPMENT AND SUPPLIES

CONDITION

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.

POLICY

In accordance with Educational Master Plan Goal IX: TO PARTICIPATE AND SHARE ACTIVELY IN THE CULTURAL, INTELLECTUAL AND RECREATIONAL LIFE OF THE COMMUNITY and Goal I: TO MINIMIZE ANY SITUATION THAT ACTS AS A BARRIER TO EDUCATION, the Board hereby regulates the use of District equipment and supplies under the following rules:

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 is authorized by Policy 7325.
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 Chancellor may authorize the use of District equipment and supplies as exceptions to rules 1, 2, or 4 above, when in the Chancellor's opinion:
 - a. The use is for the general benefit of the community and further implementation of the Educational Master Plan; 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.

SUPERSEDES: 1/24/80