

Policy Change   
Procedure Change   
New Policy   
New Procedure

Subject Matter Area Review   
Constituency Group Review   
District Council   
Board 1<sup>st</sup> Reading   
Board 2<sup>nd</sup> Reading

**KEY:**  
BOLD= new language  
~~strikethrough~~= delete language

Comments:  
**CCLC Spring 2015 Update**  
Policy uses text from 3-8018

Referred to:

**Edited:**  
11/18/15

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**Policy**

**6535 Use of District Equipment**

District equipment and/or supplies shall not be loaned to private groups organized for profit or to any individual; except that, equipment may be loaned to employees and Trustees for District-related duties off campus.

Equipment may be loaned, when not needed for District/campus activities, to non-profit groups or public agencies, upon written approval of the Executive Vice Chancellor.

**References:**

Education Code Section [70902](#); [ACCJC Accreditation Standards III.B.3 and III.C.4](#)

**Adopted:**

**Last Reviewed:**

## Administrative Procedure

### 6535 Use of District Equipment

Each member of the District staff shall be responsible for equipment under his/her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

#### References:

Education Code Section [70902](#); [ACCJC Accreditation Standards III.B.3 and III.C.4](#)

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Procedure Last Revised:

Last Reviewed: