Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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WINDWARD COMMUNITY COLLEGE
Academic Affairs

LOAN AGREEMENT FOR USE OF EDUCATIONAL MATERIALS/EQUIPMENT

1. Purpose:

To establish a uniform policy and procedure for the loan of educational materials/equipment to students and staff of Windward Community College and to provide for accountability of these loaned materials/equipment.

2. Definition:

Educational materials/equipment for the purpose of this policy is to include all materials/equipment belonging to Windward Community College.

3. Policy:

a. Windward Community College will authorize the loan of selected educational materials/equipment for specified purposes related to college assignments/duties. Personal use of educational materials/equipment will not be authorized.

b. All loans of educational materials/equipment to students and staff will be documented through the use of the "Loan Agreement for Use of Educational Materials/Equipment" form (for Off-Campus use) and the "Windward Community College Service/Work Request" form (for On-Campus use). A copy of each form is attached.

c. All loans of equipment valued over $500 must be approved by the respective Dean, Assistant Dean, or Director.

4. Procedures:

LOANS FOR OFF-CAMPUS USE -

a. The department/Unit in consultation with the appropriate Dean/Assistant Dean/Director will develop a Loan Plan specifying:

1) which educational materials/equipment may be loaned
2) the duration of the loan
3) the criteria for the loan (e.g., laboratory exercise, project, independent study, assignment, etc.)
4) individuals eligible for the loan
5) the individuals authorized to approve loans.

b. The Loan Plan will be filed by the Department Chairperson/Unit Supervisor with the appropriate Dean/Assistant Dean/Director's approval. It shall be reviewed and updated at least once each academic year.

c. Records of loans will be kept at the applicable level at which the loan is authorized (e.g., lab instructor, Department Chairperson, Assistant Dean).

d. For loan(s) occurring when school is not in session, the approval authority must forward to the Office of Administrative Services (no later than the last day of instruction), any active loan agreement forms. This is to ascertain the whereabouts of materials/equipment for the annual inventory.

e. Procedures specific to each department are available for the respective Dean/Director Offices.

LOANS FOR ON-CAMPUS USE -

a. Individual users will fill out the "Windward Community College Service/Work Request" form and submit to the respective Dean/Assistant Dean/Director with the general overseeing responsibility for the materials/equipment to be loaned.

b. Upon approval, the Dean/Assistant Dean/Director will make arrangements for the loan.

ALL LOANS -

a. The appropriate form must be completed and approved before the loan of any item is made.

b. In the event of lost, stolen, damaged, or broken articles resulting from the loan, the person(s) that were loaned the materials/equipment will notify their appropriate Dean/Assistant Dean/Director who will review the claim. The Assistant Dean/Director will then notify the Director of Administrative Services to implement appropriate collection procedures as needed.

5. Effective Date:

This revised policy guideline is effective as of August 1, 1995.

[Signature]
Peter T. Dyer
Provost