



PIERCE
COLLEGE
Library and Media Services
Operational Policies and Procedures

Student Projection Units (SPU)

Policy

The Student Projection Units are for student classroom use only. They are to be reserved 24 hours in advance and checked out for the class period only. As of April 2001 circulation will be able to check out one SPU to Faculty as long as there is one left for students to use. Faculty can **NOT** reserve the SPU in advance.

Procedure

1. SPU's must be booked 24 hours in advance. Make reservation in the blue spiral weekly calendar shelved with the SPU Agreement Binder.
2. Students must present a picture ID to check out the SPU. **NO EXCEPTIONS.**
3. Student must read, fill out, and sign the Pierce College Equipment use agreement. There will be 3 different agreements, one for each projection unit, so make sure the student fills out the correct one.
4. Advise the student there will be a \$5.00/hr late fine.
5. Check out the SPU, the barcode is on top of the laptop, for the class period. If necessary modify the time.
6. After the student returns the SPU, discharge the equipment.
7. Take agreement out of the binder. If student does not want the agreement back, put it in the shredder.
8. Lock up the SPU.
9. Return the key to the key box.
10. Direct all technical question about the SPU's to IT at ext. 8423.

Date: February 7, 2001