

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708
Status	Active
Legal	1. 24 P.S. 801 2. Pol. 707 3. 24 P.S. 804
Adopted	December 7, 2020

Purpose

The Board directs that district-owned equipment normally shall not be loaned for nonschool use off school property, or for personal use on-site during nonschool hours (sports equipment, copiers, etc.). If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal or appropriate administrator.

Guidelines

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its proper usage and safe return.

When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building principal.[\[3\]](#)