



Channel Islands
CALIFORNIA STATE UNIVERSITY
Division of Student Affairs

DSA Area Name: Vice President for Student Affairs office

Effective Date: August 1, 2019

Procedure Number: VP-p005.04

Student Affairs Working Procedure on Check-out of Technology Resources

Intent: To provide a uniform process for requesting technology resources to support the operational needs within the Division of Student Affairs (DSA)

Background: N/A

Accountability: Vice President for Student Affairs office, Administrative Assistant to the VPSA office, DSA staff when they are in possession of resource materials

Applicability: DSA staff and student assistants (under the direction of professional staff)

Definition(s): N/A

Attachment(s):

- Current DSA technology available for staff check-out is located in the S Drive: [S:\4 VICE PRESIDENT'S OFFICE\7. Operations\Technology Check Out\Technology Check-Out Administrative Documents](#)
- Qualtrics Request Form: [DSA Technology Resource Check Out](#),
- Technology Resource Check-Out Log is located in the S Drive at: [S:\4 VICE PRESIDENT'S OFFICE\7. Operations\Technology Check Out\Technology Check-Out Administrative Documents](#)

Procedure: In order to request technology resources, professional staff should complete the [DSA Technology Resource Check Out](#) form online. The completed form should contain a brief description of resource(s) requested, a brief description of intended use, and date(s) needed. Technology check-out is intended for short term use. Requests for technology device(s) lasting more than two weeks must be approved by the Executive Director for Administrative & Strategic Operations.

The Administrative Assistant to the VPSA office (or student assistant) will contact the requestor within two business days upon receiving a request and make arrangements for resource pick-up/delivery. A member of the VPSA office will complete the Technology Resource Check-out Log so that it is ready for signature by the professional staff member and assure that resources and necessary accessories (e.g., chargers, etc.) are in working order and ready for pick-up.

If a tutorial is needed for Presence, mini iPad, or cameras, the VPSA office will provide assistance. For planning purposes, please keep in mind that tutorials will likely not occur the same day they are requested and could take up to three business days to schedule.

Pickup/Delivery of Resource Materials:

Prior to, or at the time of pickup, the professional staff member (i.e., requestor) will inventory the requested resources and sign them out in the Technology Resource Check-out Log. If the resources are signed out in advance by a professional staff member, pickup or delivery can be completed by a student assistant.

Return of Resource Materials:

Upon return of resource materials, resources and accessories will be inventoried to assure all equipment is accounted for and intact. A member of the VPSA office will initial the Technology Resource Check-out Log confirming return of all resources and accessories.

All resources should be utilized for operational needs associated with the work of the DSA. Supervisors should be made aware and approve the checkout of any resources by their respective staff. Requestor will also agree to a statement that it is their responsibility to assure that all items are returned in working condition. Any damaged or missing items (including chargers, bags, etc.) will be the responsibility of the Requestor's Area to replace them. An accounting string will also be provided to be used for replacement of damaged or missing items.


Crista Fisher
Author's name


Author's signature

8/8/2019
Date

Approved:

Dorothy Ayer
DSA Area Head's name


DSA Area Head's signature

08/08/19
Date

Dr. Richard Yao
VPSA's name


VPSA's signature

8/12/19
Date