

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 5604

Use of Instructional Equipment

Date Adopted: 1 April 1993 Date

Revised: 25 May 2026

Date Reviewed: 22-24 March 2014; 09-11 June 2026

References: ~~Hawaii Community College System~~ Board Policy 7003 Facilities, Equipment, and Service Use; Facilities, Equipment, and Service Use Fee Schedule

Policy

The College of Micronesia-FSM instructional equipment is to be used primarily for ~~providing~~ instructional, laboratory, research, workforce development, extension, and other authorized educational activities of the College. ~~and educational experiences to students enrolled in bona fide courses and workshops.~~

~~Uses other than for instructional purposes may be granted provided:~~

- ~~a) Such use does not interfere with regular, normal course instruction or with supplemental exercises associated with such courses;~~
- ~~b) The equipment is not used for personal, political or commercial enterprises;~~
- ~~c) Such use does not disrupt any of the College programs;~~
- ~~d) Such use does not create or increase the risk of liability to the College;~~
- ~~e) Such use has minimal impact on the resources of the College (electricity cost, expendable materials, increased chance of loss of equipment, etc.);~~
- ~~f) Staff is available to supervise the use of the equipment when required; and~~
- ~~g) The user is qualified to use the equipment in a safe and reliable manner.~~

~~Priority for usage of instructional equipment is as follows:~~

- ~~a) Use by faculty and students currently enrolled at the College for regular instructional course;~~
- ~~b) Use by faculty and students which is supplemental to instruction of regular courses;~~
- ~~c) Use by faculty and students for non-instructional purposes (as community service presentations, extended interest generated by a course, etc.); and~~
- ~~d) Use by non faculty or non student members of the community for educational or community service purposes.~~

~~The person checking out the equipment is responsible for the repair or replacement should the equipment be damaged or lost while in the borrower's custody.~~

Use of instructional equipment shall:

- a) Support the instructional mission and authorized institutional activities of the College;
- b) Be conducted in accordance with applicable safety, operational, and inventory control procedures;
- c) Be limited to authorized and properly supervised users; and
- d) Protect College property from misuse, loss, damage, or unauthorized use.

Individuals using or assigned instructional equipment are responsible for its proper care, security, and return in accordance with established procedures.

All external or non-instructional use of College facilities, equipment, or services shall be governed by Board Policy 7003, Administrative Procedure 7003, and the approved Facilities, Equipment, and Service Use Fee Schedule.

See Administrative Procedure 5604