Information Technology Division (ITD) Equipment Check Out Policy

LOST, STOLEN, OR DAMAGED EQUIPMENT/MEDIA

1.0 Notification

1.1 When an item is determined to be missing, a period of three (3) working days will be allowed to recover the equipment. After the three day period has elapsed, the person whose Faculty/Staff I.D. number is on record for the transaction, and will be notified that if the material is not recovered within ten (10) working days, the user's department may be charged according to this policy. A copy of this notice will be sent to the user's department chair or division head.

1.2 In case of damage, ITD Learning Environments will inspect the equipment or media and the user will be notified of the nature and extent of damages. A copy of this notice will be sent to the user's department chair or division head.

2.0 SDSU Campus Police Report

2.1 A report must be filed with SDSU Campus Police by the user or user's department when equipment is missing, whether or not there is suspicion of theft. Missing equipment statistics are valuable to Campus Police in establishing new policies regarding State-owned equipment.

2.2 The 'Incident Number' assigned by Campus Police must be provided to ITD within fifteen (15) working days of the notification letter.

3.0 Cost for Replacement or Repair

3.1 The costs are:

3.1.1 Full replacement value of media.

3.1.2 Full replacement value of such items as adapters, extension cords, easels and other accessories.

3.1.3 Depreciated value of equipment.

3.1.4 Parts for items which ITD staff is able to repair, or parts and labor for items that must be sent to an outside vendor for repair.

3.2 Academic Affairs Users

3.2.1 When equipment used on campus, or at an official SDSU instructional site (i.e. Imperial Valley Campus, National City Center, etc.) is lost, stolen or damaged:

3.2.1.1 The user's department and ITS will split the costs 50/50 if there is no negligence involved.

3.2.1.2 The user's department will pay all costs if there is negligence involved. Negligence would include actions such as: leaving equipment unsupervised in a classroom, improperly transporting equipment (leaving it in a hot car, etc.), or allowing students to use classroom/check out equipment without supervision.

3.2.2 When equipment is taken off campus, other than to an official SDSU instructional site, the user's department will pay all costs.

3.3 Non-Academic Affairs Users

3.3.1 The user's department will pay all costs for lost, stolen or damaged equipment.

4.0 Calculation of Depreciation

4.1 Replacement value of the lost/stolen/damaged equipment will be assessed at original purchase price less depreciation. The value will be depreciated according to the mean longevity of that item (see following chart).

4.2 Depreciation stops at 20% of original purchase price.

4.3 For example, if an item costs $1,000.00 and has a mean longevity of ten years, the item would depreciate at $100.00 per year.

4.4 Depreciation Chart (from Inter-University Council of Media Directors)

Equipment Type	Mean Years of Service
Accessories (Adapters, Cables, Clickers)	No depreciation (full replacement)
Digital Cameras / Camcorders	4
Document Cameras	5
Laptops (Mac/Windows)	4
PA Systems	6
Projectors	5
Projector Screens	5
USB Microphones / Audio	5
VR Headsets (e.g., Meta Quest)	3
Wifi Hotspots	3