

H.04 Removal of Tools, Equipment and Furnishings

Facilities and College Resources

Nunavut Arctic College

Nunavut Arctic College Removal of Tools, Equipment and Furnishings

POLICY

No College-owned equipment, tools or furnishings may be removed from College premises for use by any outside individual or agency without the written approval of the Dean / designate.

PRINCIPLES

1. Nunavut Arctic College recognizes the professional benefit to the College when an individual staff members use College tools and resources for their own professional development.
2. The College recognizes that its operational requirements are a priority.
3. The College does not permit its staff to use College tools and resources for personal remuneration and will not allow the use of equipment for any private enterprise.

PROCEDURE

1. Consideration for granting of approval will include instructional needs, purpose of use, and availability of the item(s) elsewhere.
2. Any individual or agency granted approval will be responsible for the cost of replacement or repairs in the event of loss or damage.
3. The College reserves the right to charge a deposit before removal.