

To: LACC Students, Faculty & Staff  
From: Jim Reeves - Vice President, Administrative Services  
Date: May 22, 2020  
Re: Procedures for the Return of LACC Equipment



As the spring semester, 2020 concludes we turn to the need to return equipment on loan to students and faculty to the LACC campus. In observance of our "stay safe" protocols, the following guidance is provided to ensure that equipment returned to the campus is safely transferred and secured. In order to do so we ask you to observe the guidelines noted here.

When returning equipment to the Sheriff's office you are required to wear a face mask and exercise social distancing guidelines (6 ft. minimum). Upon your arrival, the Sheriff's office staff will provide direction on the safe transfer of equipment. The Sheriff's office is located at the main entrance to the Cesar Chavez Administration building on Heliotrope Avenue.

#### **Returning Library Materials**

Books on loan from the Martin Luther King Library can be deposited in the drop box located at the south end of the Cesar Chavez Administration building. The drop box is labeled for library book returns and is accessible from Heliotrope Avenue. No appointment is required to drop-off library materials in the drop-box.

#### **Returning Computers and IT Equipment**

Prior to dropping off equipment, call the Sheriff's office at 323-953-4005 to schedule an appointment.

You will be asked to complete a brief transmittal form for tracking purposes. Please indicate the equipment inventory number and instructor or program that authorized the loan. The Sheriff's office will confirm the number of items being dropped off and match this information with the inventory listing. Please be sure that power cords and other peripherals loaned with the equipment are included when returned.

Sheriff's staff will advise IT of the return of equipment. IT staff will disinfect the equipment, assess for any damages and return it to inventory.

#### **Returning Photography Equipment, Musical Instruments etc.**

Prior to dropping off equipment, call the Sheriff's office at 323-953-4005 to schedule an appointment

For faculty members who have loaned equipment, please provide a complete inventory of all equipment, including any peripheral equipment to the Sheriff's office and instruct students to follow the guidelines provided here. Those returning equipment/ musical instruments will be required to complete a brief transmittal form indicating the class, instructor and student contact information. Faculty should designate who will be responsible for picking-up the equipment from the Sheriff's office.

#### **Special Circumstances**

While we believe this guidance addresses most items being returned to campus there may be special circumstances that require additional consideration. If the return of materials and equipment require such additional consideration please contact the Sheriff's office at 323-953-4005. Sheriff's staff will communicate with the appropriate parties to make these arrangements.