

Instructional Technology Center (ITC) Equipment Checkout Guidelines for Teachers in the Winthrop University-School Partnership Network

Winthrop University is proud of the connections and support the College of Education provides to local schools and teachers. The Instructional Technology Center (ITC) is committed to serving these teachers, while also helping our students learn how to successfully integrate technology in the classroom. During field placements and internships, the ITC offers Winthrop candidates the opportunity to check out educational technology materials for use in the host/mentor teacher's classroom.

In addition, the ITC offers Partnership Network teachers the opportunity to check out these materials for use in their classrooms throughout the year. We have found that by offering this service, teachers are able to use educational technology tools which that they may not otherwise have access to, which helps determine if these are tools they would like to share with their district technology leaders as possible additions to instructional materials.

In order to provide this support, the ITC maintains these guidelines to ensure a smooth and fair equipment checkout process for all of its patrons.

1. Due to the responsibility associated with checking out and using ITC equipment, local area teachers interested in checking out equipment must currently be located in one of our Partnership Network schools.
2. Teachers who would like to borrow equipment from the ITC must attend a Winthrop sponsored professional development training on proper use of the items before checking them out.
3. All requests for materials should be directed to the ITC Director, Shaniqua Corley-Moore, at corleymoore@winthrop.edu.
4. Winthrop students have priority access to ITC equipment. During the months of October, November, February, and March, Winthrop students place a high demand on the ITC's equipment and it may be more difficult for Partnership teachers to check-out equipment during this time.
5. Equipment may be checked out for the standard one week checkout period. Teachers who have requested items must come in to the ITC in order to checkout their equipment. Teachers will also be required to return to the ITC to check-in their equipment by the due date.
6. Equipment will be loaned per our checkout policy which can be found at <https://www.winthrop.edu/uploadedFiles/coe/itc/ITCCheckoutPolicies.pdf>
7. At checkout, the teacher will need to bring the signed checkout form agreeing to comply with the standard ITC policies and procedures regarding appropriate use of the equipment, damaged or missing items, and late fees.

A school administrator will also need to approve the use of the equipment before checkout, stating that they are willing to cover the cost should loss or damage of equipment occur. This can be done through an email acknowledging responsibility to the ITC Director, Shaniqua Corley-Moore, at corleymoore@winthrop.edu.

ITC Equipment Checkout Form

Name: _____ Personal Phone: _____

Teacher Email: _____ School Number _____

School Partnership Network: _____ Date of Reservation: ____/____/____

- All equipment to be used for business or educational purposes only.
- I understand that I am responsible for all equipment that is checked out in my name/school's name and fully understand and agree to adhere to the ITC equipment check out policies located on the ITC web site.
- I understand these items are my responsibility. I share the responsibility with the ITC Student Workers to check these items before taking them from the ITC, before bringing them back to the ITC, and when I return them to the ITC to make sure nothing is missing or damaged. I can use the checklists below to make sure all items are returned and in good working order. I understand that all bags with many parts also have a laminated card that illustrates what those pieces look like to help me keep track of them and that this should also be returned with the equipment at check in.

Teacher Signature _____

Administrator Signature _____

This section is to be completed at checkout with ITC Staff

To Be Picked Up On: ____/____/____

Signature at check out: _____ Date: ____/____/____

To Be Returned On: ____/____/____

Signature at check in: _____ Date: ____/____/____

ITC Staff Only – Complete Below – be sure to include any extra cables or items

EQUIPMENT TYPE AND QUANTITY	INVENTORY NUMBER (or list as non- inventory item)

Checked out by: _____ Date: _____ # of items _____

Checked in by: _____ Date: _____ # of items _____

Overdue notice:

2 days past due ____/____/____ 5 days past due ____/____/____ 10 days past due ____/____/____

Date billed to patron account:

Amount billed:

