

BCDSS Policy for Computer Use

- a) The BCDSS computer (the term "computer" includes the computer, printer, software and all other computer accessories) can only be loaned out to current BCDSS and Branch Directors who are in good standing.
- b) The loan agreement form must be filled out and signed whenever the BCDSS Membership Coordinator leaves the computer in the possession of any of the other Directors.
- c) If the Membership Coordinator is present, for example, at a meeting when the secretary is using the computer, the form does not need to be filled out.
- d) The computer can be used on a first come, first serve basis. But if two or more people want to use the computer at the same time, the computer will be lent to the person or group that has not used the computer most recently.
- e) There is a maximum one week loan period.
- f) It is the responsibility of the Director who signs out the computer to return the computer.
- g) The Director who signs out the computer is responsible for any damage that is not covered by the insurance.

Computer Loan Agreement Form

I, _____ (print name), have read and understood the above policy and promise to be financially responsible for any theft, loss or damage to the BCDSS computer, printer, software, and accessories that is not covered by the BCDSS insurance while the computer is signed out in my name.

Signed (your name) _____ Date _____

I plan to use the computer from _____ to _____ for the purposes of _____.

Approved June 2, 1996