

Southern Community Care Development Inc (SCCD)

POLICY 3.10 - EQUIPMENT FOR LOAN

SCCD MAINTAINS A RANGE OF INFORMATION DISPLAY & COMMUNICATION EQUIPMENT FOR USE BY SCCD & CLIENT ORGANISATIONS.

Operating the Equipment

SCCD owns several items of equipment to assist in information display and delivery of oral presentations outside the office:

- Data projector;
- Laptop computer;
- Portable DVD player;
- Screen;
- Whiteboard;
- Brochure stand; and
- Tent/canopy.

Other information production equipment remains in the office and common area:

- Desktop computers+printers;
- Photocopier;
- Laminator; and
- Binder.

The administrative staff will be responsible for maintaining the equipment and producing a user-friendly set of instructions for each item, which are filed with the *Assets Register* and in each carry case, where appropriate.

Accessing the Equipment

Booking Procedure

In order to reserve use of a specific display item for a block of time, SCCD staff complete the *Equipment Booking Sheet*, including planned time of removal and return, the name of the person responsible for the equipment during this period and the location where it will be used. Any malfunction or damage is documented on return and recorded in the Day Book. The appropriate boxes are ticked at removal and return to ensure the location of equipment is known at all times, and repairs and maintenance undertaken when required.

Digital Projector, Laptop/DVD Player and Screen

The digital projector must be connected to a computer and requires power to operate (*Digital Project Instructions & Contents of Case*). It is used to display electronic documents from a computer, generally a laptop, onto a screen or vertical surface, such as a wall or whiteboard. It can be used with the SCCD laptop, SCCD DVD player, a computer in the room/venue or a laptop owned by another agency. The latter two options are preferable, as it reduces the inconvenience and risks associated with removing an SCCD laptop from the office and using foreign memory devices in an SCCD computer. Likewise, the SCCD laptop or DVD player can be plugged into a tv or projector owned by another agency.

Brochure Stand

The SCCD portable brochure stand will be stocked specifically for each event with relevant items from the SCCD brochure stores maintained by each project/service (see **3.PROJECT**, *Brochure Stand Instructions*).

The combined stores will incorporate brochures about services available and relevant to clients of SCCD projects, including:

- individual community care providers;
- brochures by funding bodies;
- advocacy and consumer rights services; and
- other community care services.

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Tent/Canopy

The SCCD canopy is for use at outdoor events for protecting staff from the sun and other weather conditions. Two people are required to unfold the base frame in the centre of the chosen location, before expansion to full height and attachment of the side flap. Instructions are followed carefully and care taken to avoid forcing the frame or personal injury.

Loans to Other Agencies

This equipment was purchased primarily for use by the SCCD Projects, but may be loaned to client groups, providing all necessary insurances are current, SCCD staff will not be inconvenienced and they are confident that the item is used safely and returned to SCCD unharmed.

All equipment removed from the SCCD office is subject to the Booking Procedure (above) and borrowers must complete a *Contract for Loan of SCCD Equipment*, which makes them liable for any damages. A specific contract is required for long term use of items, which may include a fee arrangement.

The instruction sheet for each item is self-explanatory and accompanies the equipment on loan; however, it may be necessary for an SCCD staff member to provide a quick lesson/demonstration and/or observe the borrower using the item prior to giving permission for the loan.

Key documents: *Equipment Booking Sheet, project-specific brochure store catalogues, Brochure Stand Instructions, , Whiteboard Instructions, Manual Projector Instructions, Digital Project Instructions & Contents of Case, Canopy Instructions, Contract for Loan of SCCD Equipment.*

MANAGEMENT COMMITTEE APPROVAL: 3/12/09