

# San Diego Astronomy Association

## Procedures for the Loaner Equipment Program

These procedures are intended to provide a framework for the SDAA loaner equipment program. The program is for the benefit of SDAA Full Contributing Members. Available equipment will be loaned to members for a period of up to three months. There will be no cost, other than repairs, for participation in this program.

- 1) The Board of Directors (BoD) will:
  - a) Appoint a "Loaner Equipment Chairperson."
  - b) Provide funding as appropriate.
  - c) Provide storage space for the equipment.
  - d) Monitor the program.
  
- 2) The Loaner Equipment Chairperson will:
  - a) Become familiar with and maintain within reason, the equipment.
  - b) Report periodically to the BoD, making recommendations for purchases and disposals.
  - c) Publicize the program to the membership.
  - d) Maintain a secure and permanent record of all equipment loans and returns.
  - e) Make reasonable accommodations to perform equipment exchanges at least ten times per year.
  - f) Familiarize Borrowers on the proper use of loaner equipment.
  
- 3) The Borrower will:
  - a) Maintain a "Contributing" membership for the entire duration of the Loan.
  - b) Be fiscally responsible for maintaining the equipment while in his/her custody.
  - c) Refrain from making modifications or undertaking maintenance actions w/o chairperson approval.
  - d) Ensure they have an adequate understanding of the equipment prior to taking possession.
  - e) Ensure any significant damages are reported when returning the equipment.
  
- 4) Typical custody transfer procedures:
  - a) Borrower and Chairperson discuss availability of equipment, expertise, additional training opportunities.
  - b) Meet at SDAA storage facility.
  - c) Review the printed or online instructions for the equipment – if available; assemble and review basic usage.
  - d) Chairperson will inspect the condition of the equipment and confirm it is in working order.
  - e) Chairperson will update the inventory with Borrower's name, e-mail address, and phone number.
  - f) Near the due date of the equipment, Borrower and Chairperson will arrange to meet at SDAA storage facility. Chairperson will inspect the condition of the equipment, return to storage, and update the inventory.
  - g) Any damage to equipment will be discussed at time of equipment return. Repair fees, if applicable, are to be cleared by the SDAA board before being charged to the Borrower.

Where procedures do not cover an occurrence/event, members will conduct themselves in a manner consistent with the intent.