



To: All CCT
From: Dr. Edward Seidel, Director
Date: 11 January 2005
Subject: CCTPS-08 Student Equipment Checkout Program

The purpose of the Student Equipment Checkout Program is to provide off-hour, off-campus access to computational resources used in CCT related research and educational activities. As with all CCT policies, this policy is consistent with and operates within the scope of related university policies and procedures.

CCTPS-08

The CCT Student Equipment Checkout Program provides CCT student employees with off-hour, off-campus access to CCT computational resources/equipment under the following terms and conditions:

1. Any participating student must be an employee at CCT;
2. Use of program equipment is intended only for CCT related research and educational activities;
3. Equipment may be checked out for a period of one semester at a time with optional, unrestricted renewals available at the discretion of the student's supervisor and the availability of CCT equipment;
4. No equipment should be provided to a CCT student for off-hour, off-campus use without completing and processing both the LSU "Off-Campus/Home Storage of Equipment" form and the "CCT Supplemental Student Equipment Checkout Form."
5. The CCT Business Manager and/or the CCT Assistant Director of Operations will be responsible for ensuring that a review of equipment in student custody and form renewals are maintained on a semester basis.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.