

# GPS Loaner Program Checkout Policies

Document Updated: June 24, 2008

Checked in by: \_\_\_\_\_

Checked out to: \_\_\_\_\_ and initialed Inventory Checklist \_\_\_\_\_

Pick up arrangements, Send to \_\_\_\_\_ (ITF) at \_\_\_\_\_ (school) Date: \_\_\_\_\_

The Carteret County Schools has available for checkout sets of Garmin eTrex Legend personal navigator (GPS) with rechargeable batteries and recharger. A set of devices is defined as 25 GPS, instruction booklet, 13 battery rechargers with plugs, 52 rechargeable batteries and a chest to hold the equipment.

Each handheld set is available for checkout to classroom teachers for **1 (one) week**. Only those teachers trained by Technology certified instructors will be allowed to check out devices. Each school is responsible for keeping up with all the contents of the black GPS carrier. The school/teacher/ITF/MC using the equipment are responsible for replacing any lost items.

Handheld devices are stored at Beaufort Middle School if not in use. Email [janet.mclendon@carteret.k12.org](mailto:janet.mclendon@carteret.k12.org) in order to reserve the equipment tote. A **Checkout Form**, located on the Beaufort Middle School website, <<http://www.carteretcountyschools.org/bms/GPS/GPS.htm>>. The school facilitator must complete the **Checkout Form** prior to receiving the tote. The facilitators agree on arrangements for the return of the equipment back to BMS or with the next person signed up on the list for the following week. The next borrower will initial the **Inventory Checklist** to ensure **all** contents of tote are returned.

In case of an emergency, please contact  
Janet McLendon or  
[janet.mclendon@carteret.k12.org](mailto:janet.mclendon@carteret.k12.org)

# Assurances

## I, the borrower, assure that:

- ☑ The handheld equipment tote and all of its contents will be properly and adequately secured at all times. Make sure you lock the GPS container and secure key. ITFs should know where the key is at all times.
- ☑ Make sure you take the batteries out of the GPS after you finish them each day. You will need to charge the batteries **before** classroom uses each day. Do not charge the batteries before sending them to the next school.
- ☑ The handheld equipment tote will be returned with **all** of its contents and inventory sheet. ITFs at each school will agree on a time and drop off place on Friday afternoon before the next school needs them the following week.
- ☑ All items listed on the **Inventory Checklist** will be present at the time the handheld equipment tote is delivered, including the **Assurances**, will be reviewed and signed by the "borrower" prior to receiving the handheld equipment tote.
- ☑ All loss or damages will be the responsibility of the "borrower" as stated in the **Property Waiver**.

Signature of Borrower \_\_\_\_\_

School \_\_\_\_\_

## Following items are NOT working when I received the equipment.







GPS(s) # \_\_\_\_\_



Battery # \_\_\_\_\_

Charger # \_\_\_\_\_

# Inventory Checklist

Please check below signifying that each item is being returned in the kit.

Initials of Check Out Person	Initials of Check In Person	Items	Item Pictures
		25 Garmin eTrex Legend GPS	
		13 Battery Chargers	
		13 Plugs for Chargers	
		52 Rechargeable Batteries	
		1 Lock and Key	
		1 GPS eTrexLegend personal navigator notebook	

		2- GPS eTrexLegend personal navigator owner's manual and reference guide	
		2 GPS Computer Connection	
		<b>Batteries have been recharged</b>	<b>Do not recharge batteries before sending.</b>