

## REGIONAL MATERIALS & EQUIPMENT LENDING POLICY

The Southwest Region EMS & Trauma Care Council acts as a resource for the various agencies within the region by providing specific educational materials and equipment on a temporary loan basis. The Regional materials consist of DVD's, videos, text and reference books, along with EMS training equipment.

In order to ensure that these materials are available for the Region's EMS agencies and provided on a timely basis, the following policies have been adopted:

- I. Priority for the use of Regional training materials and equipment will be given to individuals or agencies whose primary response area lies within the geographic boundaries of the region.
- II. Individuals or agencies that wish to borrow Regional materials and/or equipment must do so in writing (in person, US mail, e-mail, or fax) using the Regional Materials & Equipment Check-Out Agreement form.
- III. Regional materials and/or equipment may be borrowed for up to two (2) weeks, unless other arrangements are agreed upon in writing. If the Regional office has not received the materials and/or the equipment on its due date, the individual or the agency may be invoiced for replacement costs. Additionally, any individual or agency that has equipment and/or materials past due will have their borrowing privileges suspended until the item(s) have been returned or replaced.
- IV. Any damage incurred due to the misuse or neglect of the borrower will be repaired by the region and billed to the borrower.
- V. No individual or agency may use Regional materials or equipment in any demonstration, display, course or event that is intended to generate a profit.