

**Georgia State University Library
3D Laser Scanning Kit**

PROCEDURES (Internal)

1. At least one week before the intended check out of the 3D Laser Scanning Kit (“Kit”), the full-time GSU employee (“Borrower”) is to submit a “Scope of Work” outlining the intended use of the equipment. This is to be submitted to the attention of the Data Services and GIS Librarian (Joe Hurley; jhurley@gsu.edu) and Manager, User Services & Technology Support (Denita Hampton; dahampton@gsu.edu).
2. Once the dates and arrangements have been confirmed, the Borrower is presented with the “Terms of Use” listing all items with costs, description, and guidelines.
3. The Kit is to be checked out to the Borrower using the GIL library circulation system. The Borrower must be present in order to receive all items in the Kit at the agreed upon time during normal business hours. A valid GSU PantherCard ID is required for system check out.
4. Library official reviews the Terms of Use with the Borrower, and makes sure that Borrower has a printed copy.
5. Library official assists Borrower in completing the “Transient State Property: Removing GSU Property” form available at <http://safety.gsu.edu/risk-management/transient-state-property/> (Note the form asks for model numbers and serial numbers.)
6. Library official prints 2 copies of the completed “Transient State Property Removing GSU Property’ form: one for the Borrower and one for Library records. Library should confirm with GSU Department of Safety & Risk Management that the electronic form(s) have been received. **Any insurance claim will be denied without these forms on record.**

Questions? Contact:

Department of Safety & Risk Management
75 Piedmont Ave NE, Ste. 506
Atlanta, GA 30303
Office: 404-413-9547

7. Upon Kit return and discharge, Library official inspects Kit items to ensure that they are in good working order and that all items are returned. The Library official then assists Borrower in completing the “Transient State Property: Returning GSU Property” form available at <http://safety.gsu.edu/risk-management/transient-state-property/>