



WESTMINSTER COLLEGE AUDIO VISUAL SERVICES



TECHNOLOGY DONATION AND RECYCLING POLICY

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I. PURPOSE STATEMENT

This policy is an attempt to provide consistent standards for the proper retention, maintenance and disposal of audio visual equipment at Westminster College.

II. MISSION STATEMENT

Westminster College Audio Visual Services seeks to maintain its equipment inventory in a way that not only takes advantage of the full useful life of equipment but also is in accordance with environmental standards regarding electronic recycling.

III. OBJECTIVES

In order to successfully complete the Mission Statement, AV focuses on the following objectives while working within business, financial and other guidelines established by Westminster College.

A. THOUGHTFUL DONATION OF AV OWNED EQUIPMENT TO EXISTING ORGANIZATIONS

B. RESPONSIBLE ELECTRONIC RECYCLING

C. RESPONSIBLE ACCEPTANCE OF DONATED EQUIPMENT

IV. THOUGHTFUL DONATION OF AV OWNED EQUIPMENT TO EXISTING ORGANIZATIONS

Once AV owned equipment has exceeded its usefulness to the Westminster College community, AV will offer it to other existing organizations; provided that it still has some useful life and is not determined to present a hazard through continue use.

- A.** Equipment will eventually exhaust its usefulness for the Westminster College community. At this point, it may be donated to other institutions that can use the equipment.
- B.** Organizations to which equipment may be donated include
 - a.** Educational institutions
 - b.** Other non-profit organizations, as deemed appropriate by the Director of Audio Visual Services.
- C.** The process for equipment donation is as follows:
 - a.** A list of equipment to be donated is created.
 - b.** The list of equipment is distributed to schools and other non-profit organizations that have indicated interest in using the donations.
 - c.** Organizations note interest in specific pieces of equipment.
 - d.** Recipients are randomly drawn for each piece of equipment.
 - e.** Winners of donations are notified.
 - f.** Pick up of items is arranged.
 - g.** Responsibility for the equipment and its support is transferred to the receiving institution.
 - h.** Receipt of equipment is confirmed in a memo on the institution's letterhead.

V. RESPONSIBLE ELECTRONIC RECYCLING

AV owned equipment that is no longer of potential use will be properly recycled through a qualified organization.

- A.** Once a piece of equipment has come to the end of its useful life, arrangements will be made with a qualified organization to recycle it.
- B.** A qualified organization must be registered as an "E-Steward" with the Basal Action Network. Additionally, the organization must provide documentation that details what equipment was recycled.

VI. RESPONSIBLE ACCEPTANCE OF DONATED EQUIPMENT

While deeply appreciative of equipment donations to the department, all donors should be aware of the following items.

- A.** Upon acceptance by Westminster College Audio Visual Services, all donations become unconditional and unrestricted gifts, and will be processed through the office of Advancement/Development at Westminster College.
- B.** To ensure that funding is available for the eventual recycling of donated equipment, fees may be involved for anyone wishing to donate equipment to Audio Visual Services. These fees will be detailed in a letter of acceptance to be signed by both parties, and payment in full will be required prior to any transfer of ownership.
- C.** Audio Visual Services reserves the right to refuse any equipment donations.
- D.** Any donated equipment piece deemed by AV staff to be a worthy addition to the College's Presentation Technology Museum due to its uniqueness, cultural or historical significance, or ties to education at Westminster may become part of this exhibit that stretches beyond a century of educational technology innovation.