

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

5.0037R Acquisition and Loaning of Sewing Machines

I. Title of Regulation

5.0037R Acquisition and Loaning of Sewing Machines

II. Objective of Regulation

To outline the manner of acquiring and loaning sewing machines to students participating in fashion programs.

III. Authority

Bylaws of the Board of Trustees, Section 1.3034(I).

Carl D. Perkins Career and Technical Educational Act (Perkins Act); H.R. 2353
Strengthening Career and Technical Education for the 21st Century Act (July, 2018)
Public Law No.:115-224.

IV. Regulation Statement

Brookdale Community College (“College”) acquires sewing machines for its education programs through Perkins Grant Funding.

The Director of Curriculum is responsible for the acquisition of sewing machines utilizing approved College purchasing procedures through the College’s Purchasing Department via the submission of an E-Requisition. The Dean of Business and Social Sciences is responsible for the circulation of sewing machines for the Fashion Design and Merchandising program, processing student sewing machine loan requests, identifying the location of sewing machines in selected instructional areas and/or individual or small group study spaces. The requirements of the instructional program and availability of sewing machines will be the prime criteria used in deploying sewing machines to students for use off campus.

The Process.

To borrow a sewing machine from the College, a student must:

- be a currently registered FASH 131 or FASH 132 College Student with no blocks on his/her record.
- have a current, validated College Student ID and email address.
- have another photo ID such as a driver’s license, passport or State ID.
- complete a Sewing Machine **Loan Request form**.

- read, understand and abide by the College's Acquisition and Loaning of Sewing Machines Regulation.
- sign a Sewing Machine Loan Agreement form. The student's signature on the Sewing Machine Loan Agreement form is an acknowledgement of his/her compliance with the College's applicable regulation and Loan Agreement.

Additional information

- Only one sewing machine may be borrowed at a time.
- Availability is on first come, first serve basis.
- Sewing machines are available for all day loans, weekly, monthly or for the semester.
- Sewing machines must be returned by the date indicated on the Sewing Machine Loan Agreement form to LAH 202 and before 5:00 p.m., M-F or if the student withdraws from the College or FASH 131 or FASH 132 course, or if instructed by the College.
- Upon return, allow 15 minutes for the sewing machines to be checked in by a College staff member who will verify that the sewing machine is in working order before the student leaves LAH 202.
- Students borrowing a sewing machine are responsible for the safekeeping and return of the sewing machine in good working order. If a machine is lost, stolen, or damaged, the student is responsible for the cost of replacement or repair:
 - Singer Heavy Duty 4452 Sewing Machine, or similar model: \$190 new
 - Brother LB-6800 Project Runway Edition, or similar model: \$300 new
- Final class grade will be withheld for failure to return a sewing machine when due or if payment for a fine levied is not rendered, a collection matter may be initiated.

V. Responsibility for Implementation

Dean, Business and Social Science

Approved: President 03/31/2020