

Tech Stores Equipment Policy & Procedures for Students

POLICY

Tech Stores equipment may be electronically issued to current College of Technology, Architecture and Applied Engineering for students. Reference **BGSU Policy 3341-1-2: Code of Ethics and Conduct Policy** - <https://www.bgsu.edu/policies/governance/3341-1-2.html>

PROCEDURES

1. Technology students are NOT permitted in Tech Stores beyond the reception desk or allowed in the tool cage without permission.
2. Technology students are NOT permitted to use equipment for personal use.
3. Equipment may not be re-loaned to other students, or anyone not affiliated with BGSU.
4. If using a lab, students will have read and be familiar with the College Lab Safety Manual located at: <https://www.bgsu.edu/technology-architecture-and-applied-engineering/students/current-students/student-resource-center.html>

CHECK OUT

1. With proper identification, students who are currently enrolled in appropriate classes may be issued Tech Stores equipment.
2. Tech Stores equipment is to be used for class work **only**; commercial OR PERSONAL use is prohibited. Violation may result in the loss of Tech Stores privileges.
3. Equipment may be reserved for future usage in person or by phone.
4. Equipment renewal must be made in person.

5. Unless specific, written permission is given by an instructor, equipment will not be issued over university breaks or holidays.
6. Students requesting power tools **must** be assisted by a graduate student and/or instructor during the equipment's usage.
7. Specialty tools (e.g., caliper, micrometer, screwdrivers) are not allowed to leave the building and must be returned no later than 5:00 p.m. the day of checkout.

RETURN OF EQUIPMENT

1. The return date for specialty tools will be at the end of the class period or, in special circumstances such as an open lab during Tech Stores open hours of operation.
2. Students will receive a software-generated notice via BGSU email stating the equipment's return date and time.
3. The equipment's return date and/or time may be extended on a case-by-case basis.
4. The request to extend must be made in person (by the student), in the Tech Stores office only. Extensions will not be granted over the phone.
5. A software-generated email will be sent acknowledging any adjustment to the return date and/or time.
6. It is the student's responsibility to know the day and time issued equipment is to be returned. Failure to meet this deadline often results in a fellow student's inability to complete required assignments. The penalty for late returns may result in:
 - a. the loss of Tech Stores privileges and/or
 - b. an adjustment of the student's grade by his/her instructor.
7. A software-generated email will be sent to the student's BGSU email when their issued equipment has been returned to Tech Stores.
8. Equipment is to be returned in complete, clean, and in full operating condition, including with any accessories and/or documentation supplied at check-out.
9. Any notice of equipment malfunction shall be reported to Tech Stores staff immediately.
10. At the discretion of the Dean, faculty or staff may be required to reimburse Tech Stores for lost equipment or damaged equipment caused by neglect OR by use that is not in compliance with the manufacturer's instructions and recommendations.