



**CTAAE Resource Center Equipment Policy and Procedures  
For Faculty and Staff**

**General Policy:**

All faculty must adhere to College lab policies. Faculty and staff must reference BGSU Policy 3341-1-2: <https://www.bgsu.edu/general-counsel/university-policies/code-of-ethics-and-conduct-policy.html>

- Faculty and staff are NOT permitted to use the equipment for personal use. Lab equipment may be used if it is for approved grants or external funding projects.
- Equipment may not be re-loaned to other staff, students, or anyone not affiliated with BGSU.
- Equipment checked out for instructional related activities will have higher priority.
- Faculty and staff are NOT permitted in Resource Center beyond the reception desk or allowed in the tool cage without permission.
- If using a lab, faculty and staff will need to read and be familiar with CTAAE's Lab Safety Manual located on the Resource Center webpage.

**Check Out and Return:**

1. All Equipment provided by or through the Resource Center is not available to faculty or staff for personal use.
2. Faculty may check out equipment for class and research use only.
  - a. The return date will be at the end of the class period or in special circumstances such as an open lab during open hours of the Resource Center.
  - b. Permission from the chair or director must be obtained if equipment needs to be kept for a longer period of time.
3. Staff may check out equipment to use on CTAAE projects.
  - a. The return date and time will be no later than 5:00 p.m. the day of checkout.
  - b. Permission from the chair or director must be obtained if equipment needs to be kept for a longer period of time.
4. Equipment check out by faculty and staff is not guaranteed to be available. Student check-out for class activities is given first priority.
5. Equipment is to be returned in complete, clean, and in full operating condition, including with any accessories and/or documentation supplied at check-out.
6. Any notice of equipment malfunction shall be reported to Resource Center staff immediately.
7. At the discretion of the Dean, faculty or staff may be required to reimburse Resource Center for lost equipment or damaged equipment caused by neglect OR by use that is not in compliance with the manufacturer's instructions and recommendations.