



## CTAAE Resource Center Equipment Policy and Procedures For Students

### General Policy:

The Resource Center equipment may be electronically issued to current College of Technology, Architecture and Applied Engineering students. Reference BGSU Policy 3341-1-2:

<https://www.bgsu.edu/general-counsel/university-policies/code-of-ethics-and-conduct-policy.html>

### Procedures:

Non-employee, faculty, and staff are NOT permitted in the Resource Center beyond the reception desk or allowed in the tool cage.

### Check Out:

1. With proper identification, students that have successfully passed or are currently enrolled in appropriate classes may be issued Resource Center equipment.
2. Resource Center equipment is to be used for class work only; commercial OR PERSONAL use is prohibited. Violation may result in the loss of Resource Center privileges.
3. Students requesting power tools must be assisted by a graduate student and/or instructor during the equipment's usage.
4. Equipment may be reserved for future usage in person or by phone.
5. Equipment renewal must be made in person.
6. Unless specific, written permission is given by an instructor, equipment will not be issued over university breaks or holidays.
7. Specialty tools (e.g., caliper, micrometer, screwdrivers) are not allowed to leave the building and must be returned no later than 7:30 p.m. the day of checkout. You can find a current list of specialty tools on the Resource Center webpage.

### 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 Resource Center 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.
  - a. The request to extend must be made in person (by the student), in the Resource Center office only. Extensions will not be granted over the phone.
  - b. A software-generated email will be sent acknowledging any adjustment to the return date and/or time.
4. 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 Resource Center privileges and/or
  - b. an adjustment of the student's grade by his/her instructor.
5. A software-generated email will be sent to the student's BGSU email when their issued equipment has been returned to Resource Center.

11-13-2020

6. Equipment is to be returned in complete, clean, and in full operating condition, including with any accessories and/or documentation supplied at check-out.
7. Any notice of equipment malfunction shall be reported to Resource Center staff immediately.
  - a. 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.