UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 413

Subject: University Equipment

Date Adopted: 11/01 Revised: 05/09, 08/13

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1. Introduction

The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to university equipment and resources. The following policy has been adopted to define responsible and ethical behavior relating to use of university equipment and resources. The policy is applicable to all university faculty, staff, and students. As a user of these resources, faculty, staff and students are responsible for reading and understanding the policy.

As a part of the physical and social learning infrastructure, the university maintains equipment and resources that are to be utilized for university-related purposes, including but not limited to, the following:

- Direct and indirect support of the university's teaching, research, and service missions;
- Support of the university's administrative functions; and/or
- Support of student and campus life activities.

All equipment and resources are the property of the university, except for personally-owned equipment or resources of faculty, staff, or students. All existing federal and state laws and university regulations and policies apply, including not only those regulations that are specific to equipment, but also those that may apply generally to personal conduct and the use of state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all equipment and resources.

2. Inappropriate Uses

Faculty, staff, and students should use good judgment in the use of all university equipment and resources. Equipment and resources may be used only for legal purposes and should not be used for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the university or likely to subject the university to liability.

Inappropriate uses of university equipment and resources include, but are not limited to, the following:

- Any activity that would negatively affect the use of equipment and resources by others;
- Commercial or profit-making activities unrelated to the university's mission;
- Uses of equipment and resources that are malicious, threatening, harassing, obscene, or abusive;
- Personal use of university equipment or resources;
- Any activity that violates federal, state, and local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- Promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval; and/or
- Permitting an unauthorized person to use equipment and resources.

3. Custodianship of Property

The supervision, control, and inventory of university equipment or resources are the responsibility of the head of the department to which the property is assigned. The department head must exercise discretion in determining the university equipment that may be utilized by faculty, staff, and students. Any university equipment and resources lost, destroyed, damaged, or subject to possible theft, must be reported to both the Office of Inventory Control and the university police department.

4. Rules and Regulations

a. Only faculty and staff may reserve and check out equipment or resources.

b. Faculty and staff must be able to demonstrate proper usage and care prior to checking out equipment or resources.

c. Some equipment may require faculty and staff to complete equipment training or orientation prior to checking out such equipment or resources.

d. Students may use university equipment or resources at the discretion and under the supervision of the faculty or staff member who made the reservation. Students must follow the same guidelines for care and usage as faculty or staff. Faculty or staff and their departments are ultimately financially responsible for university equipment and resources, except in the event students use equipment or resources in a manner inconsistent with the stated university-related purposes or are negligent in the care or use of the equipment or resources. In these circumstances, the student will be held personally and financially responsible for either repair and/or replacement costs.

Students may not reserve or checkout university equipment or resources. Students may pick up university equipment or resources when previously reserved and authorized by faculty or staff.

e. As a general rule, university equipment will not be removed from the campus. However, as a community service, varying departments allow schools, clinicians, and others to utilize university equipment or resources for educationally-related purposes or in a manner consistent with the university's mission. In such instances, faculty and staff must reserve and check out the equipment or resources upon the written approval of the president or appropriate vice president. Utilization of equipment or resources in this manner will be governed by the regulations for student use.

5. Procedures

a. To reserve university equipment or resources maintained by Audio/Visual Services, faculty or staff must complete a request form with that office.

b. To reserve university equipment or resources at the department or other unit level, faculty or staff must complete information maintained in a log in the department or unit. At a minimum, the log must include the department name, checkout date, return date, university-related purpose, the desired equipment or resources, and the reserving faculty or staff signature.

By signing either the request form or the log, faculty or staff and their departments accept full responsibility for damage, loss, and/or theft, and for the proper care and usage of the equipment or resources while in their possession. In the event faculty or staff members use university equipment or resources in a manner inconsistent with the stated university-related purpose or are negligent in the care or use of the equipment or resources, then the faculty or staff member will be held personally and financially responsible for either repair and/or replacement costs.