

## **Policy on the Use of Department Digital Mapping Equipment**

The Department of Earth Sciences has recently acquired, through Field Initiative Funds enabled by the donation of the Bickell Foundation and the Science Student Council Fund, a set of modern Digital Mapping Equipment that includes hand-held high-precision GPS mapping devices, associated GIS software package, and computer peripherals for data transfer and software installation related to the use of the devices.

In order for the most efficient use and management of this equipment, the following policies with regard to the use, storage, care and replacement will be followed.

### **1. Storage**

- 1.1 All such equipment will be stored, unless signed out for use, with Barry Price in the Department electronics shop, similar to much of our other field equipment.
- 1.2 Barry Price will keep a log of users. Users sign out such devices (identified by device names and serial numbers) from and return them to Barry Price after use.
- 1.3 When signing out a device, the user indicates the purpose and duration of the use.
- 1.4 The user should identify all items associated with a device when signing out (manuals, USB cables, charging unit, the main device, the stylus, and the carrying case, etc.) so that the complete set will be returned for future use.
- 1.5 When signing out equipment for uses other than teaching, the user also will leave a speedcode in case repair, replacement of the device, late return, and/or additional labor is necessary to restore the device.
- 1.6 Users will be charged a nominal user fee of \$100/week for each unreturned device beyond the stated use period, with a maximum value not to exceed the replacement cost of the device.
- 1.7 Repair or replacement cost will be charged to the speedcode for damage or loss of the device due to abuse or negligence.
- 1.8 Users should report all software and hardware concerns and malfunctions to Barry Price (room 0175).
- 1.9 Field data and any software installed by the user must be removed from the device before returning it.

1.10 Where a returned device is found to have software and data still stored in memory, labor incurred due to removal of data or software will be charged to the user's speedcode.

## **2. Priorities of use**

2.1 The equipment is primarily dedicated to the activities of field education, which include Department field schools, official field trips, and field school related trainings.

2.2 When the equipment is not being used for the above activities, faculty and their research associates may borrow the equipment for research purposes. The users follow the procedures outlined in Article 1 to sign out and return a device.

## **3. Damage or loss**

3.1 The user assumes all responsibilities for the operation and care of the device when in his/her use.

3.2 Damage due to misuse or abuse, which includes but is not limited to, operating the device beyond its acceptable operating conditions (temperature, moisture, ruggedness etc.) will be repaired at the cost of the user.

3.3 Loss of the device will be replaced at the cost of the user.

3.4 Where a damage or loss is beyond the control of the user (commonly termed 'acts of God') the Department will repair or replace the device given that funds are available.

3.5 Where the responsibility is in dispute, the user will report the case in writing to the Infrastructure Committee and the Field Study Committee. The two committees will evaluate the circumstances and make a decision.