**School of Forest Resources Instructional Equipment Policy**

It is important that students be exposed to and proficient in the use of a variety of equipment in the field of Forestry. To accomplish this, the School of Forest Resources has recently updated the equipment room with an extensive and expensive (> $30,000) purchase of new field equipment. The policies below have been developed to ensure that all faculty and students have convenient access to equipment and that it is maintained in high quality and working order. All equipment for instructional use has been bar-coded, inventoried, entered into a database, and is being organized and stored in Nutting 100. A list of all available equipment is being developed and will be shared when complete.

Below is a list of current policies for this equipment:

* The use of the equipment is solely for educational purposes. Research and other informal uses of the equipment is not permitted.
* All SFR equipment will be tracked and should be returned in a timely manner in the condition that it was checked-out.
* Students and course instructors will be held responsible for replacing or repairing missing and damaged equipment.
* Student and course instructors should contact the student equipment manager at least 7 days in advance and notify them on the type of equipment needed, the desired loan length, and a course number that the equipment is being used for. The student equipment manager will gather the equipment, check it out to the individual, and provide a pick-up time and location.
* Common items like diameter or linear tapes and clinometers can be checked-out on a term-basis by course instructors, but less common and more expensive items (e.g. GPS, laser dendrometers) will be limited to a 1-5-day check-out period.
* The equipment room will be open on a regular basis during the semester for equipment check-out and pick-up.
* A spare key to the equipment room will be held in the SFR main office. In the event that Louis Morin or the student equipment manager are not available, the spare key use is authorized for Steve Shaler, Bill Livingston or Christopher London to open the room for faculty who need equipment. The spare key is not to be given to faculty or students for equipment room access.
* An Equipment Committee will evaluate this policy and the state of the equipment room on an annual basis.

The current SFR Equipment Committee is Louis Morin, Anil Kizha, and TBD.

The current student equipment manager is TBD for AY18-19.