

Equipment Usage policy - OVERVIEW August 2008

WHO may use the Department equipment ?

All Macquarie University Linguistics Department staff, Full members of Department Research Centres, and MU Ling Higher Degree students (PhD and MA Hons) may **request** to use Department assets for University business. Other students must only use assets under supervision from their lecturers. Some commercial uses are allowed under hire.

Users must demonstrate that they are competent in the use of requested items. Many items are reserved for specific users, such as research equipment purchased against grants or clinical studio and laboratory items that require a high level of expertise in their use.

Each request will be assessed on its own merits. You must notify us beforehand.

If you want to use some facilities, and need technical support (eg, the Studio or Physiology lab) you will need to negotiate times with support personnel as well.

Please remember, the Department does NOT operate like a public library. Not all items are available to all users at any time.

WHAT equipment is available?

Most general facilities that belong to the Linguistics Department - **with some exceptions**.

email linguistics_it@ling.mq.edu.au or chris.callaghan@ling.mq.edu.au for details.

WHERE can equipment be used

Fixed assets - within the laboratory or clinic where it is normally housed or installed.

Some assets designated as '**portable**' may be taken to other locations on campus, or in some circumstances, away from campus. **No private use** is allowed away from campus.

We will ask you to complete a loan form for equipment that is taken away from campus.

WHEN can we use the equipment?

Fixed equipment and facilities may be used during the normal hours of the University, or outside these times by prior arrangement. Technical support is available 9:00 - 5:00 Mon - Fri.

Many of the facilities must be pre-booked, and there are restrictions on how far in advance you can make bookings, and what percentage of the available bookings you can take at any time.

Please do not just 'take' equipment without a booking, we need to keep records on usage.

There are restrictions on how long you may borrow any particular item. Some items are only available for half day loans, some may be borrowed for up to a week at a time.

HOW do I arrange to use the facilities here?

The most reliable way of ensuring that you will get the most suitable equipment and facilities, in the best working order, with all the correct attachments, at the most appropriate time, is to contact the Technical Facilities Manager, Chris Callaghan ext 8766, and explain your needs.

For self use items, when you are confident that you will not need any additional assistance, you will make a booking using the MRBS booking system, arrange for some instruction and to gain access to the equipment or facility. http://www.ling.mq.edu.au/about/mrbs_bookings.htm

For full lab facilities, with technical support, you will also need to negotiate with the support personnel for a suitable time to undertake the work.

Technical staff must not be used as de-facto research assistants for extensive projects.

If you need other IT or computing facilities, contact Ray Robinson or Lalana Knox

WHY is the policy not spelled out in fine detail?

The conditions for use vary significantly between different assets.

Before any asset is purchased, we assess a variety of issues regarding its original funding source, scope of use, anticipated life span, operating costs, complexity, etc.

Throughout the lifespan of an item or resource, we will re-assess these issues, and may restrict, or expand the scope of any allowed use.

If you consider that the allowed usage of any item should be re-assessed, please contact us.