

**Center for Mathematics and Science Education
Western Carolina University**

CMSE Policy on Checkout of Equipment to Educators

Purpose

This will serve as the governing document that regulates the checkout of equipment from the Center of Mathematics and Science Education at Western Carolina University. Use of CMSE equipment is generally restricted to the faculty and staff (no students) of the College of Education and Allied Professionals and teachers from any of the fifteen Local Education Agencies that the CMSE serves. Exceptions require written approval of the Director of the Center for Mathematics and Science Education.

Responsibility

It is the responsibility of the person that checks out the equipment to ensure all equipment is used in accordance with the manufacturers' instructions and safety guidelines. If you are not sure about the proper manner in which to use the equipment, please contact the Center for Mathematics and Science Education.

It is the responsibility of the person that checks out the equipment to pick up and return the equipment.

It is the responsibility of the person that checks out the equipment to return the equipment on the agreed return date.

Negligent use of equipment will not be tolerated and may result in the forfeiture of equipment use privileges. Any damage to equipment due to negligence is the responsibility of the person that checks out the equipment and the Center for Mathematics and Science Education will require compensation sufficient to repair or replace the damaged item.

All equipment must be returned in the same order in which it was checked out. For example, the pieces in the Lego Robotics kits must be returned in the same order in which they were checked out (e.g. all kits must be returned with all Lego pieces in the appropriate tray compartments).

Check-out procedures

Email a completed check-out form to Sandy Ballinger (CMSE – Program Assistant) at sballinger@email.wcu.edu.

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