



POLICY TITLE	Use of University Technology Equipment	Policy Number	448
Section	Facilities, Operations, and Information Technology	Approval Date	October 14, 2004
Subsection	Information Technology	Effective Date	October 14, 2004
Responsible Office	Office of the Vice President of Information Technology		

1.0 PURPOSE

1.1 This policy describes the general guidelines for using university information technology equipment.

2.0 REFERENCES

3.0 DEFINITIONS

3.1 **Campus community:** As used herein, includes the University, its departments, service units, affiliated or related organizations and foundations, faculty members, staff members, students, groups of students, and student organizations.

4.0 POLICY

4.1 The following policy statements address the use of university-owned equipment by faculty, staff, and students for personal or commercial purposes; and the use of such equipment by individuals and organizations that are not part of the campus community. The intent of this policy is to ensure that any extracurricular use of equipment is consistent with the purpose, mission, and goals of the University.

4.2 The administrative head of each unit of the University, or the head of a subunit when so delegated, is responsible for the control and accountability of use of all equipment assigned to the unit and for ensuring that use of the equipment is consistent with this policy and the purpose, mission, and goals of the University.

4.3 It is recommended that each department head or manager track all departmental equipment/property, both capital (tagged with a university asset tag) and non-capital that is being



or will be used "off-campus" on a non-temporary basis. Tracking information could include the following information as appropriate:

- 1) Description of the equipment/property
- 2) Name of the person using the equipment/property
- 3) Location of the equipment/property
- 4) Business purpose
- 5) Approved by: (signature of the approving department head or manager)

4.4 Departments shall also ensure that equipment is returned when employees either transfer to another department or leave their employment with the University. University equipment must be primarily used to promote the University's mission and goals. University-owned and provided consumable materials and supplies shall not be used for personal or commercial purposes.

4.5 Personal activities related to teaching, scholarship, and research, or public service promotes the University's mission. Accordingly, faculty and staff members may be granted the privilege of incidental and reasonable use of university equipment in connection with their personal academic pursuits and professional development, provided the University incurs no unreasonable costs for materials and supplies, maintenance, and repairs. Approval of these situations shall be handled on a case-by-case basis.

4.6 Use of university equipment by individuals and organizations not part of the campus community is not permitted unless the responsible unit head approves. Approvals may be granted only when the use meets one of the following criteria:

- 1) The use is in connection with approved university sponsored activities, events, or services.
- 2) The use is part of a contractual agreement between the University and a government agency, a private business or another educational university; and the agreement has been reviewed for consistency with university standards relative to competition with the private sector.
- 3) The use is by official visitors to the University and is appropriate to the purpose of the visit.
- 4) The use is in connection with a public service activity and the equipment does not exist elsewhere or is not reasonably otherwise available to the user.

4.7 The unit head responsible for the equipment may establish a user fee, when appropriate. Such a fee must be approved by the appropriate vice president.

5.0 PROCEDURES

January 3, 2014



UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity