Department of Archaeology Equipment Policy

1. Equipment Form

1.1. Borrowers responsible for the project must fully complete and sign the Department of Archaeology Equipment Booking Form.

1.2. A contact (mobile if available) number or current email address must also be provided.

1.3. A student’s supervisor must sign where equipment is borrowed for field work not directly related to the student’s research topic.

1.4. Equipment will not be provided unless the borrower completes the above.

2. Planning and Permits

2.1. Students and staff are strongly requested to plan their fieldwork well in advance and notify the relevant Technical Officer of their schedule, preferably at the beginning of the academic year.

2.2. Before equipment is provided for a project for the first time, a copy of the permit to conduct the research activity/fieldwork or any other substantiating documentation must be supplied to the Technical Officer for the departmental archive.

2.3. All staff and students must supply a permit (if issued/necessary for the project).
3. **Notification of Fieldwork**

3.1. Loans for research project, field trips or class exercises where a significant number of items are requested will require at least three (3) weeks notice to the Technical Officer.

3.2. Loans of any item of departmental equipment required in a lecture or tutorial must be made a week in advance.

3.3. Where major items of field equipment have to be purchased for a research project or teaching exercise, three (3) weeks prior notice must be given.

4. **Priority Use of Equipment**

4.1. The following priority categories for the use of any sort of equipment will normally apply (in priority order A-F)

A - Class teaching either on campus or in the field

B - Staff research and Research student fieldwork (PhD, MA and Honours). In some cases research students may have first use where staff are able to fund equipment rental from research grants.

C - Staff consultancy and community outreach work

D - Undergraduate students, in some cases, may borrow particular items for coursework projects.

E - External consultants may not borrow equipment unless such a loan is closely connected with a departmental staff project. Loss or damage to major equipment items will be claimed subject to insurance documentation which must be supplied before the equipment can be borrowed.
4.2. Teaching staff are advised to discuss likely major equipment requirements with the Technical officer at the commencement of the topic. Equipment required for class teaching may be recalled at any time by the Technical Officer.

4.3. Failure to return this equipment will result in the loss of borrowing privileges.

5. **Equipment purchased on Research Grants**

5.1. See the university policy at [Policies & Procedures Manual: Policy on Research Grant and Equipment Transfers](#).

6. **Limitations on Borrowing**

6.1. Some types of equipment may not be available for certain projects due to budgetary limitations.

6.2. The Technical Officer reserves the right to request proof of adequate funds and approval from the HOD before making a purchase for a staff member or postgraduate student project.

7. **Transfer of Equipment**

7.1. Before equipment is transferred to another borrower by the original borrower, the Technical Officer must be immediately notified and a Borrowing Form completed.

8. **Liabilities**

8.1. Borrowers are required to treat all equipment with due care, to ensure fragile items are very secure and if freighted that the equipment is insured through a university or private insurance policy.
8.2. In the event of a theft, loss, damage and malfunction, the Technical Officer must be immediately notified.

8.3. Payment for loss or damage is subject to the circumstance and the insurance policy for the borrowed equipment.

8.4. The cost of non-consumable equipment items lost by staff and students will be recovered.

9. Cleaning of Equipment

9.1. Staff are required to either clean equipment themselves or delegate this task to students involved in the project. The staff member or director is ultimately responsible for ensuring that students clean equipment prior to its return to the store.

9.2. Equipment must be cleaned in an appropriate manner.

9.3. Equipment will not be accepted into the store until cleaned by borrower(s).

John Naumann and Louise Holt
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