

Policy on the Use of Department Digital Mapping Equipment

The Department of Earth Sciences has GPS mapping guides, a rough Field as-held high software package, and computer peripherals for data transfer and software used to the use of the devices.

To ensure the most efficient use and management of this equipment, the following policies with storage, care and replacement will be followed.

1. Storage

- 1.1 All such equipment will be stored unless signed out for use with Barry Price in the Department electronics shop, similar to much of our other field equipment.
- 1.2 Barry Price will keep a log of users. Users sign out such devices (identified by device names and serial numbers) from and return them to Barry Price after use.
- 1.3 When signing out a device, the user indicates the purpose and duration of the use.
- 1.4 The user should identify all items associated with a device when signing out (manuals, USB cables, charging unit, the main device, the stylus, and the carrying case, etc.) so that the complete set will be returned for future use.
- 1.5 When signing out equipment for uses other than teaching, the user also will have a speedcode in case repair,

