

## **Policy for the loan of Department-owned laboratory equipment**

Effective Nov. 6, 2023

All use of Linguistics laboratory facilities, including equipment used in or outside of laboratory spaces, is restricted to current faculty or graduate students in Linguistics, and permission for any other use must be explicitly given by the Department Chair.

Department-owned laboratory equipment (e.g., for speech recording) may be loaned to individuals not associated with the Linguistics Department and/or with Northwestern University under special circumstances and subject to the following conditions:

1. The equipment is to be used for data collection that cannot be carried out in the laboratory facilities of the Linguistics Department, and which must be collected without the presence of a Linguistics faculty member or graduate student.
2. Requests for equipment loan are restricted to laboratory equipment that the Linguistics faculty has approved for loan, and which has a replacement value of less than \$500.
3. In case a loan request is made for new equipment (not already part of the Department Laboratory resources), the Linguistics faculty, on reviewing the request, may approve the purchase and loan of the equipment. All equipment purchased by the Department belongs to the Department and is available for future use by all members of the Department.
4. Both the experimenter (student or faculty) and the recipient of a department equipment loan must provide written consent to use the equipment only for the stated purpose of the research carried out by a member of the Linguistics Department, to follow all instructions for proper use and storage of the equipment while in their possession, and to cooperate with the Linguistics Department researcher to ensure that the equipment is returned by the date established by the researcher. The signed consent form must be submitted promptly to the Department administrative office via the Business Coordinator.
5. The Department assumes the risk of loss or damage of equipment loaned with prior written approval from the Department Chair.

In requesting permission of equipment loan from the Department Chair, the Linguistics faculty member or graduate student conducting the research must explain why the equipment loan is necessary for data collection related to their research.