

Staff Education Policy

CURRENT AS OF 07/04

**SUBJECT: Use of Equipment, Furnishings and Supplies belonging to
The Learning Center**

SEE ALSO: Staff Education Policy SE04-01

Information: The Learning Center exists as physical facilities where learning activities take place to assist in developing the staff of the University of Kentucky Hospital. In an effort to have adequately appointed and operating equipment and supplies for every educational event offered in the Center, the Department of Staff Education has developed the following policies.

Policy:

1. All furnishings and equipment owned by the University and designated for the operation of The Learning Center will be marked with UK property numbers or other identification as belonging to The Learning Center
2. An inventory of furnishings and capital equipment will be conducted annually.
3. All furnishings and equipment of The Learning Center are to be used and remain within the confines of the center. Equipment is not available for checkout.
4. All individuals wishing to obtain audiovisual equipment for educational sessions outside The Learning Center will be directed to call the Teaching and Academic Support Center Audiovisual Services.
5. Writing pads and markers are supplied in each classroom for use only within the center.
6. Instructors will be responsible for providing all handout material, transparencies, slides and diskettes for their presentations.
7. Users of the computers in the resource room will be expected to provide their own computer diskettes, and may print only one final copy (not including drafts) of anything generated by the computer. Multiple copies or duplication of materials is not allowed

