**Guiding principles for shared equipment use in the Department of Animal Biosciences**

* Departmental equipment is to be used primarily to support the research programs of Animal Biosciences faculty, with use for outside collaborative projects the next priority, and after that contract use for outside groups.
* Faculty in Animal Biosciences should have equal opportunity to access equipment for their research. These pieces of equipment should be booked in advance through our internal booking system. In case of equipment which a specific faculty member or a group of faculty members contributed with funding for acquisition, the person responsible for the equipment (listed in the booking system) should be contacted by users to obtain access and instructions and to discuss the schedule of the project. Those who contributed to the purchase of the equipment will have priority of access.
* Equipment could be used to provide services for outside groups if there is excess capacity, but this would require ample notification (2 weeks minimum) and approval by the Research Committee and be done on a fee basis. Any profits would be used to support the maintenance and operation of that equipment.
* Some equipment may require specialized training and/or assistance with operation. In the case department technical support is needed, users should contact that person to make appropriate arrangements for assistance with operation or to have necessary training to use the equipment.
* Users are expected to follow instructions on how to use the equipment, keep equipment in good conditions, and to contribute to repairs or calibrations when funding from department is not available.