

**3356-4-19 Use of university equipment.**

- (A) Policy statement. Use of ~~university~~ the equipment and supplies of Youngstown state university (university) is limited to the pursuit of the university's mission.
- (B) Scope. This policy applies to all faculty, staff, and students and their use of university supplies and equipment.
- ~~(B)~~(C) Parameters.
- (1) The university regularly purchases equipment and supplies to meet its educational research and service missions. Use of such equipment and supplies is restricted to the undertaking of those missions. Faculty, students, and staff are not permitted to utilize university equipment or supplies solely for personal use or for more than incidental personal use as part of business use. Individuals who are not university faculty, students, or staff may not use university equipment or supplies unless contracted to do so.
  - (2) Any exception to this policy must have the written approval of the appropriate divisional executive officer.
- ~~(C)~~(D) Violations. Employees who violate this policy, including violations by administrators who authorize inappropriate or unnecessary use, may be liable for the repayment of costs incurred and/or damages that might occur and could be subject to ~~appropriate~~ discipline up to and including termination.

Effective: 10/15/2018

CERTIFIED ELECTRONICALLY

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Certification

10/03/2018

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Date

Promulgated Under: 111.15  
Statutory Authority: 3356  
Rule Amplifies: 3356  
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