



# **Appendix D - 8 Documents of Experimental Teaching Management System**



# National Experimental Teaching Demonstration Center for Civil Engineering Interim Measures for the Borrowing and Management of Experimental Instruments and Equipment

In order to standardize the borrowing and management of experimental instruments and equipment at the National Experimental Teaching Demonstration Center for Civil Engineering (hereinafter referred to as the "Center"), conduct better routine maintenance and cleaning of the instruments, and improve the utilization efficiency of the instruments and equipment, the "Interim Measures for the Borrowing and Management of Experimental Instruments and Equipment" (hereinafter referred to as these "Measures") are hereby formulated.

## **I. Management Regulations**

1. The borrowing of instruments and equipment referred to in these measures refers to the borrowing and return management of using instruments and equipment at locations other than the management site of experimental personnel.

2. The borrowers referred to in these measures are teachers or students of Hunan City University. No one else is allowed to borrow. Except for college students' innovative projects and open experimental projects, students are not allowed to borrow instruments and equipment.



3. The Center conducts unified management of experimental instruments and equipment, which are centrally stored in each sub - laboratory. The full - time experimental management personnel of each sub - laboratory are responsible for the management and maintenance of the instruments and equipment.

4. Instruments and equipment fixed for use in the laboratory or high - precision non - mobile instruments and equipment are not lent out. When in need of use, inform the relevant laboratory management personnel, and use them only after registering in the "Instrument Use Record Book". After use, confirm with the laboratory management personnel that there is no abnormality of the equipment, and sign in the "Instrument Use Record Book" before leaving the laboratory.

5. Instruments and equipment suitable for borrowing can be borrowed for a short - term after passing the training of the administrator of the sub - laboratory of the Center. Special precision instruments with high operation difficulty and an original value of more than 200,000 yuan are not lent out alone, and special operators are required to accompany the instruments when going out. In principle, the borrowing period of all instruments and equipment shall not exceed 30 days. Those who fail to return on time will be restricted from borrowing instruments and equipment from the Center next time. If it is really necessary to extend the use time, the borrowing procedures shall be handled again.

6. For borrowing instruments and equipment, it needs to be



approved step by step by four people: the full - time management personnel of the sub - laboratory, the laboratory director, the director of the Center's office, and the deputy director of the Center.

7. Before the experimental instruments and equipment leave the Center, the borrower needs to check that the borrowed instrument functions normally and its accessories are complete. When returning the instruments and equipment, it must be ensured that they are clean and tidy. Once it is found that the accessories are lost, the instrument cannot work normally, or the instrument is damaged, etc., the borrower shall compensate according to the relevant regulations of the "Measures for Compensation of Instruments, Equipment and Materials of Hunan City University".

8. After using the instruments and equipment, each project must submit an experimental result or experimental summary to the laboratory where the instruments and equipment are located.

9. The borrowing of instruments and equipment should be reserved at the corresponding laboratory at least one day in advance.

10. The borrowing of instruments and equipment follows the principle of "first come, first served". It is strictly prohibited for borrowers to re - lend the borrowed instruments and equipment to others or lease them. Otherwise, they will be restricted from borrowing again, and the first borrower shall be responsible for all consequences caused during the borrowing process.

## **II. Borrowing Procedures**

1. Issue the instrument borrowing approval form. The borrower



Appendix D - 8 Documents of Experimental Teaching Management System

shall present relevant materials such as the experimental implementation plan or contract to the full - time administrator of the corresponding laboratory to issue the instrument borrowing approval form (see Attachment 1).

2. Relevant personnel of the Center sign for approval. The borrower shall obtain the instruments and equipment from the corresponding sub - laboratory with the approval form.

3. Before the experimental instruments and equipment leave the Center, the borrower needs to check that each instrument functions properly and its accessories are complete, and then sign to confirm.

4. When returning the instruments and equipment, the full - time management personnel of the sub - laboratory shall confirm that each function of the instrument is normal, sign to confirm the return of the equipment, and the laboratory director shall also sign for approval.

5. Timely submit an experimental result or experimental summary to the laboratory where the instruments and equipment are located.

### **III. Supplementary Provisions**

The Center is responsible for the interpretation of these measures, which shall come into effect as of March 10th, 2016.

National Experimental Teaching Demonstration Center for Civil Engineering

March 6th, 2016



**Appendix D - 8 Documents of Experimental Teaching Management System**

---