**Materials Use Policy**

Clarke Building:

* Labs have priority for the use of all lab-related materials before use by other courses or persons.
* If using a lab space, materials do not need to be checked out, with the exception of the reservation button items as indicated on the material box. “Reservation Required”
* Materials may be reserved and checked out by students and faculty for use in other classes within the building and returned the same day. A check-out and check-in form with cleaning requirements will need to be filled out.
* Courses directly associated with the labs may use lab materials, including expendable materials, for lab related activities (copies, paint, art supplies, etc.)

Outside Clarke Building:

* Faculty may reserve and check out materials to be used to teach courses associated with the labs in other buildings if they are not needed for labs. Cleaning requirements will need to be followed.
* Students may not remove materials from the Clarke Building.
* Furniture may not be removed from the Clarke Building and should not be removed from the classroom without permission (tables, chairs, blocks, couches, etc.).
* Expendable materials used for any other course outside of an associated lab course must be purchased by the Department. (Sensory materials, art, paint, glue, paper, food, etc.) The Child Labs Office can supply a list of sources, if needed, for sensory and other materials.

Damaged or lost items:

* If an item is lost or damaged while being used, the borrower may be responsible for replacement or associated cost.
* Borrower may lose the opportunity to check-out items if their behavior was negligent for the care and return of the materials in a timely manner.