


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:014	Supersedes Policy Number: I:01:13
Date: August 1, 1986	Dated: April 8, 1985
Subject: University-Owned Word Processors and Microprocessors	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

Word processors and microprocessors purchased with unrestricted or restricted funds are for use in conducting University business and scholarly research. That equipment may be used, however, by University faculty and staff for non-related purposes provided the conditions referred to below exist.

1. Non-work related uses must take place outside normal working hours.
2. Equipment is not needed for work-related purposes regardless of the time being used.
3. The individual using the equipment for non-work related purposes is a full-time or part-time permanent or temporary faculty or staff member of the University.
4. The faculty or staff member using the equipment is familiar with its operation. No other University personnel shall be expected to either train or assist the user (including assistance from Department of Public Safety for access to or from the facility where the work is performed).
5. The person to whom responsibility for the equipment is assigned has been apprised of its intended non-work related use and has granted permission for such use. Approval shall be solely at that person's discretion.

6. Only approved supplies shall be used with the equipment.
7. The faculty or staff member must provide at his/her own expense all supplies related to the personal use, e.g., diskettes, paper (all sizes), envelopes, printer ribbons, etc.
8. The non-work related purpose for which the equipment is used is not for any commercial venture of the faculty or staff member, e.g., typing for hire, bookkeeping for hire, etc.