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LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Lund University Humanities Lab

Steering committee

Placing equipment purchased with project funding in the Humanities lab

Lund University Humanities Lab is an interdisciplinary facility for research and training at the Joint Faculties of Humanities and Theology. The lab hosts major research projects as well as necessary technical equipment and know-how.

If the equipment is funded externally through a research project but physically placed at the Humanities Lab, the following rules apply:

- The equipment is to be listed in Lund University's inventory.
- LU guidelines concerning accounting of access and depreciation apply to the organisational unit to which the external research project has been allocated, and to whom the equipment belongs in accordance with the inventory. This unit is also responsible for conducting inventory of its equipment.
- All equipment placed at the Humanities Lab is to be available to lab users, regardless of whether the equipment is part of the lab's inventory, or that of another unit at Lund University.
- A contact person for the equipment, who can be reached via a functional email address, is to be appointed at the Humanities Lab.
- When booking the equipment, priority will be given to the project that funds it for the duration of the project.
- Equipment is booked via the Humanities Lab's booking system.
- If the equipment requires user training, this is to be offered in the form of a course or supervision. The training is to be provided by the educational developers at the Humanities Lab in collaboration with relevant researchers, as time allows. Users who have not been trained in or lack knowledge of the equipment may be denied access to the equipment.
- Once the project has been completed, the equipment will remain at the Humanities Lab if this is where it has been placed in the inventory. All other equipment is to be removed.
- The Humanities Lab is not responsible for financing any upgrades of the equipment for the duration of the project to which it belongs.
- Once the project has been completed, the future financing and placement of the equipment is to be discussed with the director.

By placing the equipment at the Humanities Lab, the project will have access to the lab's infrastructure in the form of:

- premises and cleaning
- administration and technical support
- purchasing and procurement support
- insurance

By placing the equipment at the Humanities Lab, the project will also have access to a dynamic interdisciplinary research environment.