



上海科技大学

ShanghaiTech University

信息科学与技术学院

School of Information Science and Technology

ShanghaiTech Automation and
Robotics Lab • STAR Lab
Sören Schwertfeger, PhD
Assistant Professor
soerensch@shanghaitech.edu.cn

+86 21 5420 6163



STAR Lab Rules on Material and Equipment Lending

<https://robotics.shanghaitech.edu.cn/lab/lending>

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The STAR Lab is well equipped with lots of materials, tools, robots, sensors and other items. We are happy to help the fellow researchers at SIST and ShanghaiTech out, but please follow the rules outlined below. Those are necessary, because in the end the school and University will hold Prof. Schwertfeger and his staff responsible for all his equipment.

The lending of equipment or even provision of material is a favor to other research groups, which is solely at the description of the STAR Lab. Some of the equipment is bought using the SIST budget and other PIs have the right to use this equipment, since it is a shared commodity within the SIST. Still, if this “school equipment” is under the administration of the STAR Lab Prof. Schwertfeger, and in turn the staff of the STAR Lab, will be held responsible for it. So, also sharing “school equipment” has to follow the procedures outlined below.

Material is any item that is a consumable or has a low value (below RMB 200). Examples include screws, nuts, plastic or aluminum sheets, AA batteries, all kinds of cables, very simple tools (non-electric!).

Equipment is everything that is not material. Especially everything that has a ShanghaiTech asset number. All electrical devices (including robots, sensors, tools) are equipment. Everything with a value above RMB 200 is equipment.

Material lending

Every material that is leaving the STAR Lab (SIST 1D 203) has to be registered in the **material lending book**. The checkout has to be signed by a STAR Lab staff member (Prof. Schwertfeger, Shen Yongxia, Dong Tian; if all are not available Prof. Rosendo or Shi Qian can also sign off). If no staff member is available the item cannot be removed from the lab! Prof. Schwertfeger has to be informed whenever a lending is happening (personal, wechat or email – it is not needed to wait for a response from Prof. Schwertfeger) – it is the responsibility of the lender to inform Prof. Schwertfeger, but he may also ask a staff member to let Prof. Schwertfeger know.

It is at the discretion of the STAR Lab staff to approve a lending of a material; the final decision is with Prof. Schwertfeger. The STAR Lab may even provide consumables or lend items indefinitely (give away). At some point the receiving research group may be asked to compensate for those costs.

In certain cases there are **exceptions** for the need to fill the material book:

- Anything moved to the STAR Standard Test Methods Lab (1D-208).
- If the **material** doesn't leave the STAR Center and is returned the same day.
- If the **material** is used by a member of the STAR Center **and** its value is below RMB 20 **and** there are still plenty (10+) of those items left.
- The LIMA Lab is a partner lab of the STAR Lab. **Material** that is not consumed can be moved to the LIMA Lab temporarily without filling the material book, but Tian Dong, Prof. Rosendo or Prof. Schwertfeger have to be informed.



Equipment lending

Every equipment that is to be leaving the STAR Lab (SIST 1D-203) has to be approved by a staff member (same group as above for the material). If no staff member is available the item cannot be removed from the STAR Lab. For every item or group of items the equipment lending form has to be filled out. This includes a signature from the PI of the other research group! The estimated value has to be filled in (see a list on the website). A return date has to be filled out. Some reason for this lending and how the item will be used has to be filled in. The lending may be denied upon the discretion of the STAR Lab staff, Prof. Schwertfeger has the final word. The form has to be given to Prof. Schwertfeger as soon as possible.

Upon return, the receiving staff member has to check the status of the item and sign the form. Also the lender (or returner) has to sign the form. The returner may take a photo of the form. The form will be located in Prof. Schwertfeger's office – Shen Yongxia has access and knows where to find it. Afterwards the form has to be returned to Prof. Schwertfeger.

In certain cases there are **exceptions** for the need to fill a lending form:

- Anything moved to the STAR Standard Test Methods Lab (1D-208).
- If the equipment doesn't leave the STAR Center and is returned on the same day. In this case an entry has to be made in the material lending form (signed off by a STAR Lab staff member).
- The projector can be moved to the conference room SIST 1D-202 (only there!) without the need to fill any form or list.
- The LIMA Lab is a partner lab of the STAR Lab. Equipment can be moved to the LIMA Lab temporarily (up to one week) without filling a lending form nor material book, but Tian Dong, Prof. Rosendo or Prof. Schwertfeger have to be informed. For equipment that is located in the LIMA Lab for more than 7 days in a 30 day period a proper lending form has to be filled.

The latest version of this document as well as the forms can be found on the STAR Lab website:

<https://robotics.shanghaitech.edu.cn/lab/lending>