

**Center for the Study of Social Dynamics
College of Social Sciences**

LAB USAGE PLAN

In principle, the Center for the Study of Social Dynamics – located in the Department of Sociology – and its equipment are available for all social science collaborators. In practice, usage of the lab and equipment must be arranged on an individual basis, subject to other constraints and demands on the lab.

In all cases, potential users of the lab must sign into the log book before beginning to work with any piece of lab equipment. Users should notify the lab director if there is any damage to lab equipment at any time. **Equipment shall not be used outside the lab without the consent of the Director and a completed equipment check-out sheet developed and maintained by the Lab Manager.**

Furthermore, to facilitate scheduling, a person wanting to use the lab must submit a Work Request Form addressing the following:

- objective of the project
- type of work
- personnel involved, including technicians, students and PIs
- space, equipment and supplies to be used
- timing and duration of use.

This plan should be submitted to the Director, Pamela Hunt (phone: 678-839-6336, fax: 678-839-6506, email: phunt@westga.edu).

The lab should be acknowledged in any publications resulting from the work.

An evaluation of lab equipment will be completed once yearly to ensure proper usage and support.

The lab will maintain a social research library with texts on qualitative, quantitative, and bridging methods. Books and journals will be available for use inside the lab only. The library will be developed and maintained by the Associate Lab Manager.

If you would like more information about the lab facilities, please contact Dr. Pamela Hunt. Thanks for your cooperation.