



The Planetary Science Institute

5.01 PERSONAL PROPERTY

Policy No.: 5.01

Effective Date:

Last Revision Date:

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POLICY

Employees are responsible for any and all personal property they bring to PSI premises, including taking reasonable steps to secure their property and make sure that it is adequately insured (e.g., personal homeowners or renter's insurance often covers personal property away from the home to a given level). There are times when PSI accepts personal property that is relevant to the Institute's mission into its care, custody and control (such as original art to enhance the work environment, or borrowing equipment for field or laboratory work). This acceptance must be documented and approved by the Director. The property must also be registered in PSI's foreign property schedule ("foreign" refers to property not owned by PSI) for insurance purposes, for which a formal appraisal of the value of the property may also be required. Contact the COO for the requisite forms.

View this policy online: (<https://handbook.psi.edu/policy/5-01-personal-property/>)