

EM Facility Scheduling And Use Rules

- **Advanced Bookings**: Each user is allowed to advance book 2-three hour daytime-weekday (8am-5pm) sessions on each instrument per week. Signing up less than 4 hours before a session begins will not count against your bookings allotment. Qualified users are encouraged to utilize evening hours to free up time during the day for training sessions, classes and outside users.
- **Consecutive Sessions**: You may not sign up for 2 consecutive sessions during weekday-daytime (8am-5pm) hours. OK to do this on evening and weekend sessions or in combination with a daytime session if you really need the long session.
- **Special Bookings**: An advance sign up calendar is available with the technicians for class labs, outside users and other special circumstances.
- **Midnight Work**: Midnight sessions (12 midnight -8am) sign ups are unrestricted.
- **Need Extra Time**: If you have a special need for more microscope time – (i.e. you have to get a paper out quickly), please feel free to talk to the techs to arrange for extra time.
- **No Shows**: Failure to show up for sessions you booked in advance inconveniences everyone. If you find for any reason, that you will not use a session you have booked – **YOU MUST CANCEL 24 HOURS IN ADVANCE** – failure to do so will result in your account being billed at the research rate for the scope time.
- **Lateness**: If you are more than 30 minutes late, you will forfeit your session, if others wish to use it. If you know you will be late in advance notify the technician or indicate the time on the sign up sheet.
- **Gloves**: Gloves must be worn when handling any specimen or holder that will go in to the microscope.
- **Food and Drink**: No food or drinks in the microscope rooms.