

# ***Rules***

## ***Admission and reservation:***

Before you can work independently on any of the microscopes, you have to follow an individual training. The training will be provided by assigned instructors. Training by other parties does not count!!! Every microscope needs a separate training.

Reservations can be made up to 4 hours per workday between 8.00 and 15.00 hr. Weekends, evening hours and holidays can also be reserved by experienced users.

Users will be charged with an hourly fee for using a microscope. The managers can tell you the actual fees. Only the actually used hours are charged, with the kind request to make realistic estimates of the reservation time you think you will need.

If reservations need to be cancelled due to e.g. illness or failed experiments, you have to undo your reservation in the Google calendar reservation system. If you are 30 minutes or more too late without notification, your reservation can be cancelled by the manager. No-shows may be charged the hourly fee! Also when you somehow used less - or more time than you booked, please change your time Google calendar. This helps other users and in the future we will use the booked times for fee calculations.

It is not permitted to use equipment without booking.

## ***Computers and data:***

Users are not allowed to store data on the microscope computers for more than one month. Data has to be stored in the USERS folder (usually on the D: drive). Unidentified data in other directories will be deleted. Data can be stored on DVD's, CD's, external FTP folders.

All users are responsible for the data they produce, data is **not** backedup!!

Users are not allowed to install software on any of the computers on the center without permission of the managers.

The primary purpose of our computers is image processing, do not use them for pure text processing.

Training provides you with the basic knowledge to operate a microscope. Always follow the instructions you were taught during training. In case of malfunctioning please contact the manager.