

EM Facility Scheduling and Use Rules

- **Advanced Bookings**: Each user is only allowed to advance book 2-three hour daytime-weekday (8am-6pm) sessions on each instrument per week.

Signing up less than 4 hours before a session begins will not count against your bookings allotment. This is called a “walk-in” session.

Qualified users are encouraged to utilize evening hours (after 6pm) to free up time during the day for training sessions, classes, and outside users.

For some instruments these rules are not appropriate (e.g. ARM, FIB & Probe) but are designed specifically for the busy Electron Microscopes.

- **Consecutive Sessions**: You may not sign up for 2 consecutive sessions during weekday-daytime (8am-6pm) hours. It is OK to do this with evening and weekend sessions or in combination with a daytime session.
- **Special Bookings**: Special case sign-up is available with the help of the Facility Staff (e.g. for class labs, outside users, and other special circumstances).
- **Midnight Work**: Night 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 talk to the Facility Staff 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 could result in your account being automatically billed at the research rate for the microscope 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 Facility Staff or make changes to the online Reservations System.
- **Gloves**: Gloves must be worn when handling any specimen or holder that will go into the microscope. Clean gloves should be available, please ask.
- **Food and Drink**: No food is allowed in the microscope rooms, drinks must not be left on the counter or microscope tables.