

Centre for Microscopy and Imaging Booking Rules 2016

Rules for booking time slots on CMI equipment is as follows:

- Booking is allowed for only one week in advance and is generally limited to 4 hours/day/person.
- Booking of longer sessions is allowed if a longer slot is free , one day in advance.
- Longer sessions are allowed during out of normal work hours.
- Bookings can be cancelled with a minimum of one day's notice.
- Notice of a changes of bookings at closer intervals should be made to the CMI. If users do not show up without notification of cancellation of a booking, the booking will still be logged to that project and the user may be restricted future access to the microscope.
- Exceptions to the policies outlined above can be made but will be approved per-case by the CMI.