

Centre for Microscopy and Imaging Booking Rules 2017

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

- Training must be provided by CMI staff prior to using the instrument.
- Instruments can only be used when booked using the online booking system at: <https://ppms.eu/nuigalway/start/>
- Bookings are normally limited to up to 4 core hours (8am-6pm) per day, no more than 3 days per working week.
- Booking of longer sessions is allowed if a longer slot is free , one day in advance.
- There are no restrictions for booking outside core hours aside from on live cell systems. Exceptions to these rules may be arranged in consultation with CMI staff.
- Live cell systems; no more than 3 overnight bookings per week.
- 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.
- Bookings where the instrument has failed/malfunctioned will be deleted so users are not charged.
- Any issues or technical problems must be reported immediately to a member of CMI staff.
- The instrument must be left in a clean and tidy state.
- If accompanied by colleagues who have not been trained, they must not operate or be left alone to use the instruments.
- If a user has not used an instrument for >6 months they must consult a CMI staff member to decide if a refresher training session is required.

- The instruments must not be modified or adapted in any way without the express permission and assistance from CMI staff.