Imaging Facility Sign-up Policies (January 2019)

**Sign-up and Usage**

Each user is limited to a total of **3 prime-time sign-ups* at any given time** and no more than **2 prime-time sign-ups per week**.

*Prime-time = 9AM – 6PM ; one prime-time block = 4 hours
- This means if you have signed up for two blocks of prime time for the current week (8 hours total), you can only sign-up for one more 4-hour prime time block in the following week.
- Once you used one of your prime-time sessions, you can then sign-up for another (third) one in the following week.
- Currently, there are no limits when signing up for the following sessions-- evenings, holidays and weekends.

**Cancellation and Time Grabbing**

- **Cancellation:**
  If for any reason you cannot use your session, it is YOUR responsibility to delete the sign-up entry from the reservation calendar on the web as early as possible. Please be considerate and send an email to the “users” mailing list to let others know that your slot is available.

- **Grabbing Time:**
  Vacant and canceled time slots can be grabbed by any qualified user 24 hours in advance without being counted against your sign-up quota. The grabbed time should also be entered in the reservation calendar and log-in sheet (please note in calendar and log sheet "grab" for clarity; please do not convert your own regular sign-up into a "grab" to circumvent the sign-up quota).

- **Tardiness**
  If a user does not show up after ONE hour from the entered starting time, his/her reservation will be lost. Any qualified user can sign-up or grab this session if they see the scope is free (please check the sign-in/out sheet). Tardy users can also grab their own session upon arrival, if the session is still available.

**Logging In**

All Confocal Usage must be properly logged-in using the paper log on or near the microscope. Please log-in your start time immediately after starting your session, and your end time after you are done. Failure to log-in while using the instrument is a violation of the microscope-policy. If you forget to log-out, your lab will be charge for the full 4 hour block of time.

**Priority Sign Up**

Core user labs for the two Zeiss LSM 880 scopes will be able to sign up for prime time slots on their 2 “priority” days at any time.

Non-core users will be able to sign up for prime time slots on a “priority” day only on the Friday of the week before. Friday prime time slots on either scope can be signed up for by anyone at any time, as can nights, weekends and holidays.

**Core Users -- Zeiss LSM 880 FAS Airyscan** → Goode, Haber, Kadener, Sengupta, Rodal, Griffith
**Core Users -- Zeiss LSM 880** → Griffith, Nelson, Marder, Turrigiano
Summary of scope sign up protocols:

- Rosenstiel Zeiss LSM 880 FAS AiryScan ---------Core users have prime time priority on Tues/Thurs
- Rosenstiel Leica SP5 Confocal Microscope-------Open sign-up
- Rosenstiel Marianas Spinning Disk---------------Open sign-up
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- Bassine Zeiss LSM 880 Confocal Microscope -----Core users have prime time priority on Mon/Wed
- Bassine Marianas Spinning Disk-------------------Open sign-up
- Bassine Keyence BX-Z 710------------------------Open sign-up