

## **2017 RULES FOR BOOKING OPTICAL MICROSCOPES**

### **(Eclipse 80i, Eclipse 90i i Eclipse TE2000-E)**

1. Reservations are done in 3 ways:
  - a. **E-mail address:** [inc.microscopia@uab.cat](mailto:inc.microscopia@uab.cat)
  - b. **Phone:** 93.581.2733
  - c. **Internet**, through google calendar (the user must have the technician permission as user in self-service regime)
2. IN CASE of high reservation rate of the equipment, the applied normative would be the next one:
  - a. A **maximum of 4 hours per day** can be booked per person for each microscope.
  - b. A **maximum of 12 hours per week** can be booked per person for each microscope.
  - c. A **maximum of 36 hours per month** can be booked per person for each microscope.
3. Reservations can be made **2 weeks in advance**.
4. **Reservation will be cancelled** if the user does not assist to the Microscope Unit within **30 minutes after the starting time** and without previous contact to the Technician. Otherwise, the reservation for that day will be lost and **the group will be charged 50% of the rate**. If it happens 3 consecutive times, the user will not be allowed to make further reservations.
5. **New users ALWAYS must PREVIOUSLY contact the microscopy technician** to be assigned the most suitable equipment and the appropriate training.

## 2017 RULES FOR BOOKING CONFOCAL MICROSCOPE

### (Zeiss LSM 700)

1. Reservations are done in 3 ways:
  - a. **E-mail address:** [inc.microscopia@uab.cat](mailto:inc.microscopia@uab.cat)
  - b. **Phone:** 93.581.2733
  - c. **Internet**, through google calendar (the user must have the technician permission as user in self-service regime)
2. Reservations will be divided in 5 schedules:
  - a. From **9am to 11am** and from **11 to 13h** (morning)
  - b. From **13am to 3pm** (midday)
  - c. From **3am to 5pm** and from **5pm to 7pm** (afternoon)  
*From 19h there will be free availability*
3. A **maximum of 4 schedules per week** can be booked per person between 9am and 7pm; **plus two additional schedules** after 7pm.  
**NOTE:** *Utilization of confocal microscope can surpass the booking time ONLY if the remaining hours are not booked by other users and prior technician's confirmation.*
4. Reservations can be made **2 weeks in advance**.
5. **Reservation will be cancelled** if the user does not assist to the Microscope Unit within **30 minutes after the starting time** and without previous contact to the Technician. Otherwise, the reservation for that day will be lost and **the group will be charged 50% of the rate**. If it happens 3 consecutive times, the user will not be allowed to make further reservations.