

Rules/policies for equipment reservation in the Keck Electron Microscopy Laboratory

Keck Electron Microscopy Laboratory is a multi-user facility, we have around 90 users at the moment. In order for everyone to have an opportunity to get their work done, it is necessary that we follow some simple courtesy rules.

Please follow these rules when reserving instruments in the Keck Electron Microscopy Facility.

- Generally you can book in advance no more than 2 non-consecutive sessions. Each session can be up to 4 hrs for TEMs and SEMs during the day. However, if the instrument is free, you are welcome to continue using it as long as you need. You can book more than 1 session during weekends and University holidays.
- For TEMs and SEMs you are **required** to either select one of the pre-set time periods or choose a time slot **within** the pre-set time period. During weekdays you can book for longer than one session for TEMs and SEMs **only** if a person **before** you plans to finish early.
- If for some reason you need to reserve an instrument for the whole day or for more than 1 session during weekdays, please get an approval from Lou Raboin or Evgenia Pekarskaya (you can do this using E-mail Notification Form when you are reserving an instrument, simply type **lou** or **evgenia** in the "To:" field).
- You can reserve microtomes for the whole day if needed. However, if you need a microtome for less than 4 hrs, choose a time slot within one of the pre-set time periods.
- You can cancel your booking 24 hrs in advance, otherwise you will be charged 1 h of the instrument time (that is if you reserve and don't use it).
- You can book an instrument up to 2 weeks in advance.

Thank you for your cooperation.

Instructions for online instrument reservation

- Obtain login name from Evgenia Pekarskaya pekarskaya@mail.pse.umass.edu (**required**: specify which instrument you are trained on or need to be trained on).
- Login at <http://booking.pse.umass.edu/> or follow "Equipment reservation" link at <http://www.umassmicroscopy.com/>
- When you login first time, please change your password in the User Option
- You will see the list of instruments that you can reserve. (If you don't see an instrument, send an e-mail to pekarskaya@mail.pse.umass.edu). Click on the

appropriate instrument. You can change display settings by choosing various options in the **Display** menu below the calendar.

- To reserve an instrument either click on the **day** or on the **Add/Edit** link below the calendar; this brings up the Event Edit screen for that day.
- Any events which already exist for that day are displayed, as well as a form you can fill out to reserve an instrument.

The required fields are:

1. Type your last name in the "**Enter text for a new event:**" field.
 2. Choose your PI/advisor in the "**Category**" menu (If you don't see his/her name, please contact Evgenia Pekarskaya).
 3. You can either choose **Time Period** or select "**Start**" and "**End**" time.
 4. Click "**Create Event**"; your event will be displayed on the same page.
- You can then click on the "**View Calendar**" link to return to the Calendar.
 - To modify an existing booking double-click on it.
 - **If you need assistance or training:** make sure to fill out the E-mail Notification Form when you are reserving an instrument. The Form appears on the Event Edit page. To request help from either Lou Raboin or Evgenia Pekarskaya simply type **lou** or **evgenia** in the "To:" field. Please put a brief description of what is required.

If you have any questions/problems/suggestions, please don't hesitate to contact Evgenia Pekarskaya (pekarskaya@mail.pse.umass.edu).