

JEOLJBX-6300FS Booking Rules:

- We will use the Google Calendar for sign-ups.
- When signing up for a shift, please use your NAME and your PROPOSAL NUMBER. In addition, if you would like to be informed when additional time opens up before your shift, leave contact information (phone or email where you can be reached) in your session sign up on the calendar.
- There are four shifts each weekday: 8-12:30, 12:30-5, 5pm-12am and 12am-8am the next day. There are no booking rules for weekends.
- Sign-up for the week starts on the Monday of the preceding week. During this time you can sign up for one shift PER PROPOSAL. You can sign up for time that is less than a shift, but do not span your slot over the space of two shifts.
- On Thursday of the preceding week, all slots that have not yet been claimed are available for the taking – at this point, there is no limit on how many shifts or how long each shift is.
- There is a 15-minute grace period for showing up for your session. If you are not in the lab getting ready to use the instrument 15 minutes **AFTER** your scheduled time, you will be considered a “no show” and your time will be up for grabs.
- As the tool is getting a lot of use, it is very important that you sign up for *only* the time you are planning on using. “No shows” will NOT be tolerated:
 1. Cancellations must be made by 5:00 pm on the day preceding your session date.
 2. If you do not show up for your scheduled session, you will be subject to penalty:
 1. On your first offense, you will receive a warning and will need to have a meeting with your point of contact and/or the tool owner.
 2. On your second offense, you will lose “first-chance” booking privileges for two weeks, meaning you will not be able to book during the open Monday-Wednesday period, but will only have access to leftover sessions on the Thursday of the preceding week.
 3. On your third offense, you will lose all privileges and calendar access for the rest of the cycle.
- Please remember to adjust your time on the calendar if you happen to finish early or not need the time you have signed up for. If you finish early, check the calendar for the next user, if they

have left contact info (phone or email), do your best to contact them and inform them that the tool is available.

- If you will not be there when the next shift starts (e.g. overnight), please leave a note or contact the next person so they know what to do with your sample if they must remove it.
- If you feel that there are circumstances (travel, etc.) which require you sign up further in advance or for more time, please speak to me.
- After hours access is required for late shift and weekend usage.
- Please be aware that this is shared equipment that is in high demand. Be considerate of your fellow users.
- Please let me know if you have any questions or feel you are not getting enough time on the system. I do not foresee any issues.