

Instrument Scheduling Guidelines

1. Novice, moderate, and expert (without evening privileges) can only reserve instrument time from 9 AM to 5 PM on weekdays.
2. If a user is more than an hour late for a scheduled session, the session is considered forfeit and the time may be taken by another user.
3. Reservations that are not needed should be cancelled at least 24 hours before the scheduled time. If a session is cancelled less than 24 hours before the scheduled time, users should send an e-mail to the appropriate e-mail list (TEM or FIB users) or to a facility staff member.
4. **Special Scheduling Guidelines for the JEOL 2010F TEM/STEM and FEI DB235 FIB:**

Due to the high number of users for these instruments, special sign-up policies have been established. On Sign-Up days (every other Monday - See label on reservation pages), users may sign-up for up to eight hours of instrument time in the following 2-week period. In the days following the sign-up day, users may sign up for any amount of instrument time during this same two-week period.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sign-Up Day (Take up to 8 hours during blue days)	Reserve any number of hours during blue days				
	Sign-Up Day Take up to 8 hours during red days)	Reserve any number of hours during red days				