University of Kentucky
Light Microscopy Facility User Agreement

This agreement outlines the expectations of access and use of the University of Kentucky Light Microscopy Facility. Users agree to the following rules and guidelines:

1. Standard operating procedures for individual instruments must be followed. A hard copy of these guides are available at each instrument. An electronic version is also available on the light microscopy website. Procedures must be followed to avoid damage to the instrument.
2. Users are required to report any damage to the equipment or room as soon as it is observed.
3. Policies may change occasionally. Please visit the Core website for updates.
4. User fees are posted on our website and all services are billed at the rate indicated. Fees are subject to change.
5. All users must receive training and be approved for use on each piece of equipment. Users are only allowed to use equipment for which they have received training. The cost of training is 60 dollars per hour and training sessions are typically booked for 3-hour periods.
6. Cancellation or rescheduling of a booked imaging session must be done 24 hours in advance of the scheduled time.
7. All booking must be completed using our online scheduler. Users are only allowed to use equipment if it is scheduled on the calendar.
8. The start and stop times of all imaging sessions are recorded. Instrument time is billed typically based on the scheduled time. In the event a session runs longer, the actual recorded time is used for billing.
9. Users are responsible for the storage of their own data. The facility does not back up user data. We recommend that the user immediately transfers data to their own storage device. The facility is not responsible for lost or deleted files.
10. When facility resources have been used to generate data that are described in a talk or publication, including posters, the Light Microscopy core must be acknowledged. Users are expected to inform the facility when an acknowledgements are made. This is essential to our annual reporting.
11. We encourage a copy of any paper resulting from work in the Core be sent to us.
12. All safety requirements for the facility must be followed.
13. Users that have not booked equipment for more than 6 months will be moved to an inactive status. Inactive users must undergo a refresher training course before they can use the instruments again.
14. There is a substantial time commitment from facility staff to train users. We expect that users will utilize a minimum of 10 hours of instrument time within 3 months of training.
15. Users must update their registration in the reservation system, if there are changes.
16. Users must complete a post training questionnaire and submit it to the Core.
17. Users are responsible for cleaning up any mess they make in the Core before leaving.
18. Contact Daniel Hall, daniel.hall@uky.edu, with your Employee ID for UK card Core access.

_____
      Name   Signature   Department   Date   Account no.

If you are interested in joining our list server for occasional updates from the LMC please write your e-mail address here-