

EMCAL:

Usage:

1. Regular reservations are reservations made for the current week and the following week. Regular reservations can be made at any time. Future reservations are all reservations two or more weeks ahead of the current week.
2. Each group has a limited number of reservations it can make for each machine during normal working hours. Once the limit is reached no additional reservations can be made until a reserved time slot has past or a reservation is canceled. Night and weekend reservations are not limited.
3. Group administrators can cancel or override reservations made by members of their group or cancel standing reservations.
4. Groups have the right to reserve instruments only for specific uses.
5. If a reservation is cancelled, an e-mail message will be sent out on a cancellation mailing list specific for each microscope to alert users of an available time slot.
6. The maintenance (service) group can override any reservation as needed due to equipment failure or maintenance needs.