

February 6th, 2020

**TO:** AARC users

**FROM:** Greg Thompson

**RE:** AARC RESERVATION POLICY

Thank you for your support and use of the AARC.

In an effort to continue to enable access for all users to the AARC instrumentation in a reasonable time, a reservation policy has been implemented as of August 15<sup>th</sup> 2019. As we monitor this policy, changes may occur with notification to users. Please ensure reservations are in compliance to the policy; if not, AARC staff will contact you regarding changes or cancellations to those reservations.

Users with more than one project will not be permitted to utilize those projects to create multiple simultaneous reservations on a single instrument. Users should not reserve times for others but for his/her own work; failure to follow this policy can result in restrictions to reservation.

**For the SEMs, FIBs, TEM, XRD units, and microprobe, the following is the reservation policy:**

- Users are permitted only one reservation per instrument at a time. One reservation is independent of normal university operating hours, evenings or weekends. Users can have a single reservation on multiple tools but no more than one reservation at a time per tool. Once a session is complete for a particular tool, the user can then reserve a follow-up time on that same instrument.
- Reservations should be scheduled in the time blocks of 8:00 am – 1:00 pm or 1:00 pm until the determined end time of the user reservation during normal university hours. Users should reserve all or a portion of their times within those blocked hours. An extended reservation time can occur over the weekends while still adhering to the single reservation policy.
- Outside the morning reservation block, 24 hour users are permitted to make a single, continuous reservation time up to 10 hours after 1 pm during normal university hours. This ‘morning block’ ensures that 8 hour users can have access to the tools during normal university hours.
- If a user has a project that will require extended times that cannot be accommodate by the policy, the user can request an extension to the AARC staff for their reservation.
- Due to time constraints involved with installation, experiments requiring direct modification to instruments may request extended (i.e. multi day) reservations by contacting AARC staff.
- If the instrument undergoes a need for service (“is down”), reservations during that period are cancelled and the user is responsible for re-reserving the time when the instrument comes back up. Reservations are not shifted in response to instrument down time.

**For the LEAP:**

- Users are permitted only one reservation at a time with the reservation being as long as 48 continuous hours. One reservation is independent of normal university operating hours, evenings or weekends. Once a session is complete for a particular tool, the user can then reserve a follow-up time on that same instrument.
- If a user has a project that will require extended times that cannot be accommodate by the current policy, the user can request to the AARC staff for an extension.
- If the instrument undergoes a need for service (is down), reservations during that period are cancelled and the user is responsible for re-reserving the time when the instrument comes back up. Reservations are not shifted in response to instrument down time.

Any questions, please contact the AARC staff.