

LSI Facilities

Online Calendar Policy

May 2011

1. An LSI Transmission Electron Microscopy (TEM) Client (from here on referred to as Client) is defined as an individual user of the facility, not a group of people.
2. Each Client will have a specific username and password to access the online calendar to reserve equipment
3. The above mentioned username and password will be assigned by the LSI staff once it is determined that the client is sufficiently trained and qualified to use the specific equipment.
4. The assigned username and password is for use by one Client. Failure to abide by this policy will force the LSI staff to revoke the Client's username and password hence Client's will no longer be able to book and use the equipment.
5. Advance reservation of equipment by Clients is time restricted to two weeks from the current date.
6. The client is the only person, other than the LSI staff, who has the permission to cancel their personal online calendar bookings. The Client has up to 24 hours prior to the beginning of the event in which to cancel and avoid penalty. If the client cancels within the 24 hour period prior to the beginning of the event the Client shall be billed at half the time originally reserved and within the one hour before the event begins the Client shall be billed the full time of the original booking. No Shows will be billed the full time of the original booking. Half and hour into the booking if the Client fails to show up, the LSI staff will delete's the client's booking.
7. In the instance where the client cannot use the instrument due to instrument outage or the last user not reporting a problem or not properly operating the instrument, the Client must immediately contact Wayne Vogl at 604-822-1781. LSI staff will release such booking and the Client will not be charged.