

Instrument Scheduling Policies

All scheduling of MARTECH instrumentation is performed through a WWW-based calendar. The URL for the calendar is: <http://schedule.martech.fsu.edu>. This schedule will indicate the availability of MARTECH analytic instrumentation and fabrication facilities. A login and password must be obtained from Dr. Eric Lochner to be able to use this calendar:

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1. **NO SHOWS.** **If you schedule time and no longer need it—please unschedule your time on the WWW.** Failure to do this will result in your research group being billed for the time anyway. Repeated failure to do this will result in having your access to the instruments revoked. **If you can not get to the WWW, please call Dr. Eric Lochner at the number above to inform him of your cancellation.** Of course no one will be penalized in cases of illness, emergency, *etc.*
2. **OVER-SCHEDULING.** If you schedule time on the WWW, the assumption is that you will actually use the time. It is not acceptable to reserve an entire day only to use an instrument for a few hours. Many instruments are booked weeks in advance, and many people can get a great deal done in a few hours (or less). Wasting time through over scheduling will result in your group being billed for all of the time scheduled, and repeated over scheduling will result in having your access to the instruments revoked.
3. **BIG LOTS.** Please do not schedule more than **three consecutive days** of instrument time. After 5PM of the third day you may schedule up to three more consecutive days if they are not already scheduled.
4. **SHOWING UP LATE.** **There is a TWO HOUR grace period for showing up late for one's reserved time before one is billed for the time as a "now show". There is a ONE HOUR grace period for showing up late for one's reserved time before another user may take it in your absence.**
5. **SQUID SCHEDULING.** It is the user's responsibility to manage his LHe needs. Neither the lab manager, Dr. Eric Lochner, nor the cryogenics engineer, Kurt Koetz, are responsible for monitoring the LHe level of the SQUID magnetometer. **A LHe level of > 50% is required to run the magnet up to $\pm 5T$, > 40% to run the magnet up to $\pm 1T$, and > 30% to run the magnet up to $\pm 0.1T$. The magnet can not be run with a LHe level < 30%.** Nobody but the user knows how much LHe is "enough": 35% would be sufficient for a person running a M vs T experiment at 100 Oe, while 60% might not be enough for a person running several M vs H experiments to full field. The LHe consumption rate varies and may be as high as 10%/day. **Contact both Dr. Eric Lochner (lochner@martech.fsu.edu) AND Kurt Koetz (koetz@martech.fsu.edu) BY EMAIL at least 24 hours before a LHe transfer is required.**