

FACES Guidelines and Information

Feb 15, 2022

(1) List instruments, room numbers or services you wish to use here (ie, NMR, Seminar speaker, SM318, etc

(2) Priority for use of University of Memphis Department of Chemistry instruments and other resources is established by "reserving time" on FACES (Login **prior to use** (not Join) at <http://faces.ccrcc.uga.edu/>, Group = Umemphis). If all or part of a reservation cannot be used, contact the next user so that others may use the instrument. Delete reservations not used. Do not reserve more time than is needed.

(3) Sign in to instrument log books **before** you begin use. If you are late more than 5 minutes for **your reservation, it will be canceled**. If there is not enough room, make a note on the opposite page.

(4) Reservations for each resource are different and may incur charges. Contact manager of each resource for user documents.

(5) Users requiring instrument time longer than allowed by FACES should discuss special arrangements with the Instrument manager.

(6) If you are using an instrument and not signed the log book, anyone can sign in, stop your experiment and log you out.

(7) Do not allow others to sign-up and use a resource in your account. You will be held accountable for their actions.

(8) **If an instrument does not appear to be operating correctly** get assistance from the student, staff or faculty supervisor.

(9) Make a note in the log book if you observe anything unusual or have difficulties.

(10) Instructional courses have priority even if a user has signed-in. However, course instructors must sign-in and notify any user who loses a reservation 24 hours in advance.

(11) Failure to conform to these procedures will result in loss of user privileges.

FACES User data

Name	
Office number	
Initials for log book	
Office phone	
Home phone (dorm)	
email	
Login name	
Advisor's Name	

I have read and agree to abide by the policies established for the use of FACES and other resources I use. Send to tburkey@memphis.edu from your email account.

Print Name _____ Date _____