



SIDNET Facility Rules & Regulations

1. **SIDNET** is open Monday-Friday, 9am-5pm. Users **may** arrange access to the equipment at other times.
2. Mandatory training is required for all users before the use of equipment. Please contact **Christopher Fladd** to arrange a training session.
3. Users are required to book equipment in advance (even on weekends/after-hours) through the SIDNET facility website:
<http://www.sickkids.ca/Research/SIDNET/Equipment/Equipment-Booking/index.html>
Failure to do so will result in being charged **double** the hourly rate.
4. As courtesy to others, please limit your bookings to a maximum of 3 hours for frequently used equipment during business hours.
5. There is a **20-minute** grace period for equipment reservations. If a user has not arrived within 20 minutes of their reservation they will still be charged for the time booked, and use of the equipment may be offered to another user.
6. Notice for cancellation of equipment must be given at least 4 hours in advance. Bookings may not be cancelled less than 4 hours in advance unless a replacement is found.
7. Bookings may be cancelled at any time due to equipment failure or to schedule maintenance, repairs. Advance notice of any known issues or scheduled disruptions will be posted on the web site.
8. Please, ensure that the equipment and the area around it are properly cleaned at the end of each session. This includes removing any waste in the vicinity of the equipment. Repeated failure to comply may result in the user's privileges being revoked.
9. The last user of the day must make sure that all equipment is **properly** shut down.
10. During the day equipment may be left on, provided there is another user arriving within the next hour. If there is a gap larger than one-hour between equipment reservations, please **properly** turn equipment off.
11. User files may be deleted as often as once a week on the acquisition systems, and once a month on all remaining computers. Please backup your data frequently.
12. No food or drink is permitted near the equipment.
13. **DO NOT** install third party software on the computers in order to minimize the risk of spyware/viruses.
14. **In case of emergency**, please act calmly and ensure your own personal safety first. If possible, shut down all running equipment and contact appropriate services as needed.

Thank you,
Christopher Fladd (cfladd@sickkids.ca)