# User Licence/Service Option Request

# Bioimaging Core Facility, Health, AU

**We hereby confirm that the undersigned user has completed training in the following microscope system(s) at the Bioimaging Core Facility, Health, AU, and/or has requested the following service(s).**

**Microscope Systems**

[ ]  LSM 710, Laser Scanning Confocal, Zeiss

[ ]  LSM 800 Airyscan, Laser Scanning Confocal with superresolution, Zeiss

[ ]  LSM 900, Laser Scanning Confocal, Zeiss

[ ]  Stellaris Confocal, Leica
[ ]  Spinning Disk Confocal, IX83, Olympus

[ ]  Scan^R High Content Screening

[ ]  Slide Scanner, VS120, Olympus (Upright Widefield)
[ ]  BX63, Olympus (Upright Widefield)

[ ]  AxioObserver (Skou), Zeiss (Inverted Widefield)

[ ]  AxioObserver (Anatomy), Zeiss (Inverted Widefield)

[ ]  Widefield Inverted Light Microscope, Zeiss
[ ]  ONI Nanoimager
[ ]  Lightsheet 7, Zeiss
[ ]  Multiphoton / 2-Photon

[ ]  Newton 7.0, Vilber

**Image Processing Software**[ ]  PC1: Imaris, Scan^R, advanced CellSens Dimension
[ ]  PC2: Zen, Simple CellSens Entry, Inverted DIC Imaging
[ ]  PC3: Kuant for Newton 7.0; IVIS
[ ]  PC4: Scan^R + BX43 Upright Fluorescence Imaging
[ ]  PC5: Arivis Vision 4D

**Service Options upon request**

[ ]  Customized introduction (not standard training session)

[ ]  Staff time request

[ ]  Imaging on demand

**Please fill in**

Company name:

Company address:

User (most likely you):

Contact person:

Contact person’s email address:

Accountant/financial manager/ financial controller:

Accountant’s email address:

EAN number:

CVR number:

Debitornr.

* **By signing, The user confirms that he/she has completely read and understandS Our** [**rules**](https://imaging.au.dk/new-user) **to handle the equipment in a responsible way.**
* **Please send the signed user licence (PAGES 1+2) to** **THE BIOIMAGING CORE FACILITY** **in PDF format.**

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 User signature PI signature

**Terms and conditions at Bioimaging Core Facility, Health, AU**

**General rules**

**First time use of microscopes**All users, even experienced ones, must be trained by AU Health Bioimaging Core Facility staff before using any microscope for the first time. Please refer to our [pricelist](https://imaging.au.dk/pricing) for information about trainings.

**Food and cleaning**No food or drinks are allowed inside the microscope rooms.

Leave the microscope rooms clean and ready for the next user. Please notify the staff if you find that any of the Facility's areas are in an unacceptable state.

**Booking and cancellation**

**Online booking**In order to use a microscope, you must book time by using the [online booking calendar](https://imaging.au.dk/booking).

**Log Book**

Please remember to sign the paper log book by the microscope and note any error.

Bookings are personal

You are not allowed to book a microscope for someone else.

**Timing**If you need more time than you booked, please check the booking calendar and if free, you may book the required extra time.

If a user does not show up at the booked time within 30 minutes after start, any user can step in and use the microscope.

**Cancellation**If you need to cancel your session, please do so in the booking calendar as soon as possible. Thereby, another use can book the microscope.

Cancelling in the booking calendar is only possible up to 24h prior to your session. If you need to cancel with a shorter notice, please send an e-mail to The Bioimaging Team and to the next user.

**Microscopes**

**Cleaning**After use, please remember to clean any oil/silicon/water objectives.

**Report problems**If you detect any problems when using a microscope, please report it by sending an e-mail to The Bioimaging Team and in addition make a note in the log book.

**Support**If you have any doubts on how to use the microscope please contact The Bioimaging Team.

**Data**

**Storage of data**The Bioimaging Core Facility is not responsible for your data. DATA ON LOCAL PC DRIVES WILL BE DELETED ON A REGULAR BASIS to keep the systems performing optimally.

After using a microscope or a workstation, please transfer your data immediately to your personal AU drive (O:) and clean up your local directories on instrument PCs if you are not reusing data in subsequent experiments. Staff will support non-AU users to export data.

Use of USB memory sticks or external hard drives is not allowed.

**Internet access**If you want to access the internet, please bring your own devices and use WiFi. For security reasons, surfing the internet, downloading files, checking your e-mail account etc. is not allowed from our computers.

**Acknowledgements**

If you submit a publication containing results obtained using equipment or support from the Bioimaging Core Facility, Health, AU, please ensure to [acknowledge us](https://imaging.au.dk/publications). In addition, we would be grateful to be notified if you have published an article acknowledging the Bioimaging Core Facility, Health, AU.