# User licence at AU Health Bioimaging Core Facility

**By signing below, we hereby acknowledge that the user has completed training in the following microscope system(s) at AU Health Bioimaging Core Facility:**

[ ]  **LSM 800 Airyscan, Laser Scanning Confocal With Superresolution, Zeiss**[ ]  **LSM 900, Laser Scanning Confocal, Zeiss**[ ]  **LSM 710, Laser Scanning Confocal, Zeiss**[ ]  **Olympus FV10i Live Laser Scanning Confocal**[ ]  **Spinning Disk Confocal**[ ]  **Slide Scanner (Upright Widefield Fluorescence)**[ ]  **Olympus BX63 Upright Widefield Fluorescence**[ ]  **Scan^R High Content Screening**[ ]  **ONI Nanoimager**[ ]  **TIRF**[ ]  **Multiphoton / 2-Photon**[ ]  **IVIS In Vivo Imaging System**[ ]  **PC1: Imaris, Scan^R and advanced CellSens Dimension software**[ ]  **PC2: Zen and Simple CellSens Entry software + Inverted DIC Imaging**[ ]  **PC3: IVIS software**[ ]  **PC4: Scan^R software + BX43 Upright Fluorescence Imaging**[ ]  **PC5: Arivis Vision 4D software**

[ ]  **I am a student or employee at Aarhus University. Please fill in below:**

Faculty:

[ ]  Health

[ ]  Natural Science

[ ]  Technical Science

[ ]  Other:

Institute:

[ ]  Biomedicine

[ ]  Molecular Biology and Genetics

[ ]  Clinical Medicine

[ ]  iNANO

[ ]  Other:

Location Code / Stedkode:

[ ]  4211 (Biomedicine)

[ ]  2802 (Molecular Biology and Genetics)

[ ]  4353 (Clinical Medicine)

[ ]  3402 (iNANO)

[ ]  Other:

Group leader/account holder (The one who will get the bill):

User (most likely you):

Project Number / Account number/Sagsnummer:

Activity Number / Sagsopgave:

[ ]  **I am an external user. Please fill in below:**

User (most likely you):

Company name:

Address:

Contact person:

Ean number:

CVR number:

**The user signs that he/she has completely read and fully understand the rules below in order to handle the equipment in a responsible way. Please send the signed user licence to****The BioImaging FACILITY**

**All users must first meet with the Facility Staff to discuss research requirements.
To schedule a consultation or training session please contact facility managers****Nina or Anna**

**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. Therefore, a new user will always start with full support. Please refer to our pricelist for information about trainings.

**Food and cleaning**
No food or drinks 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 also remember to use the paper log book by the microscope and note down 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, you should 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 us; **Nina or Anna**

**Data**

**Storage of data**
AU Health 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 perform optimally.

After using a microscope or a workstation, please transfer your data immediately to your personal AU drive (U:) and clean up your local directories on instrument PCs if you are not reusing data in next 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 AU Health bioimaging core facility, please make sure to acknowledge us. In addition, we would be grateful to be notified if you have published an article acknowledging the AU Health bioimaging core facility.