

Upon gaining the required level of EPR training, users of the **EMX_{micro}** are encouraged to sign up for their own time, **up to two weeks in advance**. This booking should reflect the setup & take-down of spectrometer equipment and the time you actually measuring. Please prepare all samples in advanced of measurement sessions when possible, to reduce or eliminate idle spectrometer time.

For users requiring short room temperature measurements:

Fridays will be reserved for room-temperature, walk-up users. **Time slots of up to two hours each** can be booked in advance, longer slots are allowed at short notice if no other users have requested time. If at 3 pm on Thursday, there are no short bookings placed for the following Friday, that day will become available for an all-day booking (see below).

If you need **brief access on days other than Friday**, you are free to book time as required, but as a courtesy to other users, please try to start by 9 am or complete measurements before 11 am when possible. You may contact the user in long bookings to see if they are able to accommodate short-time measurements, e.g. in the morning before they start or in the afternoon / evening if they finish early. Conversely, a short booking in the middle of an afternoon may result in others needing longer measurement sessions contacting you.

For users requiring longer measurement times due to cryogenic or custom setups:

To enable all users to make the most of the available time, consider the following booking limitations:

- **Multi-day booking may not be more than 3 days Mon-Thurs** (excludes Friday, see above) but may additionally include Saturday & Sunday, *up to* a 5-day continuous run.
- **In a 2-week period a single person may book no more than 4 weekdays.**
- **Don't book more than 2 weeks in advance**, unless you have specific permission from the Scientific Applications Manager.

All users are requested to **remove bookings no longer needed** as soon as possible and at the latest the evening before. If bookings are removed less than 24 hours before the start or bookings are truncated, please notify the Scientific Applications Manager and e-mail the previous and subsequent booked users to inform them of unplanned instrument availability. If you want spectrometer time and observe that a user has failed to start their booking of several hours / days within two hours of the start of a reservation, without an explanation note, please e-mail the user or ask the Scientific Applications Manager permission to go ahead. As a resource subject to periods of high demand, users failing to follow these rules may face access restrictions.

In case of **special requests or requirements**, contact the Scientific Applications Manager by e-mail.