General procedures and customs regarding lab space reservations:

Nobody is “in charge”. The goal of this document is to make this process automatic once the semester begins.

Labs are to be used for academic purposes only. Recreational use (playing games, etc.) or use for personal business is not allowed.

Procedures

Access to the rooms:

You will need access to the rooms. A list of the rooms and their descriptions is on the web page: http://capone.mtsu.edu/wlangsto/ResearchPoolPage.html

Reservation of the rooms:

JH 105, 238 and 240, 307, and 350, and AMG 217 B and C are booked using Google calendar. Follow the instructions on the research pool page in the section for researchers.

Customs:

These customs ensure the smooth operation of a system plagued by limited resources that must be shared by many users. Violations of these customs will result in the need for additional policy, rules, and intervention from authority figures, which will make everyone’s life more difficult.

Reservations, research use, etc.:

a. It is customary to reserve only a week or two at a time. Since the rooms are shared resources, we generally do not block out an entire semester at once. Sign-ups are first-come, first-served. It is a good idea to book the room, then set up timeslots in Sona.

b. Do not book over class times or other people's appointments.

c. Researchers should not schedule sessions to begin until 15 min after the previously scheduled class or research project ends. Similarly, they should schedule their project to be completed 15 min prior to the next previously scheduled event. Researchers/Instructors should be aware that their students should be finished with the equipment/computers within 5 minutes after the end of their scheduled time. Researchers/Instructors should respect an additional 5 minutes for students to exit the lab. This will leave researchers/instructors 5 minutes to set the equipment for their group.

d. When the room is reserved, students will not be able to access the room to do homework, print, check email etc.

e. Researchers should post a sign stating that the lab is in use to prevent being interrupted by unscheduled use of the lab.

f. Since the rooms are multi-use, specialized equipment is generally packed away or moved aside after use. It is a good practice to remove all papers and equipment if possible. Leave the computers and any equipment in the labs in the configuration in which you found it.

g. Everyone is responsible for making their own bookings of lab space. Nobody is in charge, there is no need to email anyone with booking requests, etc.

h. Please keep in mind that these are primarily research spaces (and that research space is very limited) when booking the rooms. As a general custom, try to book the room that most closely matches your needs (e.g., E-Prime is only available in a few rooms on
campus so booking those rooms if you don’t need E-Prime blocks users who have no other options).

For students using the space:

a. If your ID card does not work, DO NOT ask other faculty or those individuals in offices near the labs for help with access. They do not have access nor do they have the authority to let you into the labs. Check with your instructor or faculty advisor.

b. Do not prop the doors of the labs open. Propping the doors alerts security and wastes their time having them visit the lab to check your ID.

c. Students must follow the MTSU Code of Computing Practice and the MTSU Computer Software Policy.

d. Because the lab is a public facility, students must not display or download on the computer screen any materials that a reasonable individual might find offensive or harassing.

e. Do not attempt to modify the operating system, gain access to password protected functions, or bypass the virus protection software on the computers.

f. Enter and leave the lab only through the door for each specific room.
COMPUTER LAB ACCESS REQUEST FORM

Purpose: To give a student access to the Psychology Labs that require ID card swipe permission, (AMG217 and JH238/240). Please circle the Rm access requested.

I _______________________________ (print student name) agree to:
1. NOT lend my ID to anyone else.
2. Not to admit anyone else to the lab unless it is participants in an experiment. This includes NOT propping the door open.
3. Follow the general customs for reserving rooms for research use (see attached).
4. Leave the computer lab and systems as they were found (e.g., do not put unauthorized software on the computers; do not remove software from the computer).
5. Problems with access? Email Dr. Alan Musicant at alan.musicant@mtsu.edu. Abuse of the access privilege will result in denial of access to the labs.

Student Signature  Also print name (readable!!)  Date

Please fill in the ID card to the right.
Three pieces of information are required. The numbers required are your M# and a number that is found on the back of the ID card in the lower left hand corner.
If your ID does not have the new 10 digit M#, please get a new ID from the ID office located on the 3rd floor of JUB.

I _______________________________ (faculty name) agree to sponsor this student to use the Psychology Department computer labs beginning ____________________ (date) and ending ________________ (date). Does the student require access during closed hours (evenings, weekends and holidays). Normal access is only for the one room requested above. Please note that access will end automatically at the end of the current semester unless otherwise requested.

Signature of Psychology Faculty Sponsor  Date

Return to Alan Musicant’s mailbox in Jones Hall 104B
Questions? Email musicant@mtsu.edu