

**User Rules for the usage of the transmission electron microscope JEOL JEM-2100plus (26.43.U1.36) at the Center for Structural Studies - Heinrich-Heine-University (HHU)**

**§1 Instructions:** The microscope must only be used after an introduction by an authorized person. The instruction covers both the use of the microscope and the sensitivity of the device. After completing the instruction, the new user will be free to arrange measurement times with one of the designated administrators.

**§2 Liabilities:** Users and their institutions are liable for all damages done to the microscope which are verifiably caused by misuse. They have to carry the repair costs. The administrators are entitled to exclude users from using the machine if legitimate reasons exist.

**§3 Logbook:** A logbook for users to register is maintained at the microscope. Date, time, number of samples, acceleration voltage and special occurrences must be recorded here. Special occurrences and error messages should also be reported to the responsible administrator as quickly as possible. Users must not attempt to repair or adjust the instrument themselves.

**§4 Booking:** The microscope must be booked in advance with the responsible person during core time (Mon-Fri, 8:00 AM - 5:00 PM).

**§5 Data storage and backup:** Users are responsible for data storage and backup. The CSS offers data transfer via sciebo if the user does not bring any local storage device (USB stick etc.). The CSS is allowed to store the data for their own purposes but is in no way responsible for the permanent storage/backup of the data.

**§6 Use of data and images in publications:** If data or images which were acquired using the microscope are used in publications of a research group, the DFG and CSS must be acknowledged. Furthermore, one administrator should be informed.

**§7 Billing:** Billing is addressed to the responsible principal investigator who signed the declaration of assumption of costs. We will create a calculation about the usage and send out invoices twice a year.

By signing this document, I confirm my acceptance on the terms and conditions listed above.

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Date, Signature