Syracuse Biomaterials Innovation Facility

Instrument use and scheduling

The following policies govern scheduling, the management of use conflicts, and initial setup and navigation of the online scheduling system.

1. **All certified instrument users shall be authorized to reserve time.**

   A user may reserve time on every instrument for which they are certified to use independently. Please see the *Instrument Training Policy*.

2. **Instrument use shall be First-come, First-serve.**

   All certified users shall have equal access to all instruments. Priority for specific times will fall to the user who reserves the time first: "First-come, First-serve."

3. **Scheduling Conflicts**

   Any scheduling conflicts between users shall be resolved with the coordination of the Facilities Manager. Examples of conflicts include:
   - Unreasonably-long blocks of reserved time
   - High-priority/emergency situations (i.e. upcoming publication or defense)
   - *De facto* monopolies on use

4. **Cancelation of reservations**

   If a user no longer requires the reserved time, either in full or in part, on a given instrument, they shall cancel the unneeded time as soon as reasonably possible in the online reservation system.

5. **Online reservation system, BookMy Lab**

   BookMy Lab is utilized for all shared equipment & instrumentation in SBI, allowing all users to plan their instrument use and for the utilization of instruments to be monitored.

   a. The reservation system is accessed at: https://syrbiomaterials.bookmylab.com.
   b. Please contact the Facilities Manager, who will create an account for you. This will be done in conjunction with programming your card access to the lab once required safety trainings are completed.
   c. Your *User ID* is your SU email (netid@syr.edu).
   d. The password assigned to your account is: pass1

6. **Initial setup of BookMy Lab account**

   a. Confirm that you can log into the system.

b. Once logged in, look at the black bar at the top of the window, and click on "my account"

c. Under my account, click on edit account and make the following changes:

i. Please add your phone number for emergency contact

ii. Please change your password

iii. Change hours to 12 am–11:59 pm

iv. Click save

d. Please contact the Facilities Manager if you encounter any problems; otherwise, we will assume you have successfully gained access.