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 research pool page accessed through the psychology department web page.

If there is key card access, the room access request form link will be below the reservation instructions. Otherwise, you will need the correct key to access the room.

Reservation of the rooms:

Rooms 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 may not have access and they do not 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 by–pass the virus protection software on the computers.