**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, their description, and who to contact for access is:

-- **AMG 117 (A, B, C):** There are three smaller rooms inside AMG 117. The door to AMG 117 is controlled by a card reader; contact Dr. Alan Musicant (Alan.Musicant@mtsu.edu, 898-2008) for access. The inside rooms are controlled by a key, the psychology department secretary can make arrangements for keys.

-- **JH 238/240:** This is an observation room set up to do group research. 238 is the observation room, 240 is the control room. Access is by ID card; Dr. Glenn Littlepage is the contact person (Glenn.Littlepage@mtsu.edu, 898-2735).

-- **JH 307:** This is an ePrime lab with eight computers. Access is by key; the key is in a lockbox on the door. (Email william.langston@mtsu.edu for the combination.)

-- **JH 105:** This is an ePrime lab with seven computers. Access is by key (T3); the psychology department secretary can have one made.

-- **JH 341:** This is a closet containing a single computer and voice key. Access is by key; the psychology department secretary can have one made.

-- **JH 237:** This is a closet containing a computer and furniture for testing. Access is by key; the psychology department secretary can have one made.

-- **AMG 217:** This space is shared with HHP. Access to the suite is by card (Dr. Musicant handles that part, Alan.Musicant@mtsu.edu, 898-2008); access to the interior rooms is by key, the psychology department secretary can make arrangements for keys. There is a lab room with computers (B) and a small room with a projector that can be used for survey research (C). Computers in the lobby area of the suite are controlled exclusively by HHP and should not be used by psychology students.

**Reservation of the rooms:**

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. It is customary to work with other researchers sharing the rooms when making reservations.

b. Do not book over other people's appointments.

c. Researchers should not schedule sessions to begin until 15 minutes after the previously scheduled research project ends. Similarly, they should schedule their project to be completed 15 minutes prior to the next previously scheduled event.

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

e. 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.

f. 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.

g. 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).

h. Since access to the smaller rooms in AMG 117 is through the larger space, you cannot reserve the larger space.

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 open the doors of the labs with card readers. 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.