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## Digital Imaging Facility Usage Policy for MCZ Users

**As part of the University's larger efforts to prevent the spread of COVID-19, the MCZ Digital Imaging Facility is operating with instrument reservation and use restrictions in addition to (and in some cases superseding) those listed below. For more information, please contact [mcz\\_collections\\_operations@oeb.harvard.edu](mailto:mcz_collections_operations@oeb.harvard.edu).**

The facility is open for use by any MCZ researcher, student or staff.

- MCZ personnel who wish to use the DIF must receive safety training.
- Sign up in advance using FAS Research Computing's [SPINAL instrument scheduling system](#). To request an account with Research Computing, visit the [request page](#) on the RC website. Equipment-use time must be recorded even if the schedule is open. Include warm-up and clean-up time during sign-up.
- MCZ department approval must be obtained for specimens x-rayed. Living specimens may be x-rayed, provided the protocol to be used is included in an approved IACUC application.
- Food and drink are not allowed in the facility. Keep the room clean.
- Do not leave personal work on the hard drive of any equipment. Hard drives are cleaned regularly.
- Personal material, including specimens and tools, should not be left in the facility. Do not remove any non-personal items from the DIF.
- The equipment must be operated in a safe manner which is consistent with the posted notices and the safety training that is received.
- For more info or to immediately report any equipment or maintenance problems, contact [MCZ Collections Operations](#).
- Digital media of MCZ specimens, and associated metadata, should be captured in accordance with MCZ permissions (see below), standards and copies provided to the appropriate MCZ collection department for archiving. The MCZ provides a [set of guidelines](#) or all such media and metadata.
- Reproduction, publication, or other use of MCZ specimen media is governed by the MCZ's [Permissions & Copyright policy](#).

### Digital Media Facility Usage Policy for Non-MCZ Users

DIF equipment is not automatically available to outside (= non-MCZ) users. For the Keyence digital microscope and the photo station, outside users must be hosted by an MCZ lab or department, and their use must be accompanied and supervised by trained MCZ personnel. Access is granted to non-MCZ users on a project basis. MCZ personnel have first priority on use of the equipment.



### Harvard undergraduates

- Individual must fill out and sign an [Acknowledgment of Risk and Release form](#) and [Emergency Contact Information form](#).
- Individual must be trained by EH&S and MCZ Collections Operations staff and, after training, monitored by trained faculty/department sponsor.
- Individual must sign up in advance using FAS Research Computing's [SPINAL instrument scheduling system](#). To request an account with Research Computing, visit the [request page](#) on the RC website. Equipment-use time must be recorded even if the schedule is open. Include warm-up and clean-up time during sign-up.
- DIF access for non-MCZ use is from 9:00 am to 5:00 pm, Monday through Friday, which is the same as the building access.
- Swipe card access will be configured for one semester at a time since this is generally the length of most projects.
- The faculty/department who sponsors the work is ultimately responsible for the usage, care and if anything goes wrong in the facility.
- Digital media of MCZ specimens, and associated metadata, should be captured in accordance with MCZ permissions (see below), standards and copies provided to the appropriate MCZ collection department for archiving. The MCZ provides a [set of guidelines](#) for all such media and metadata.
- Reproduction, publication, or other use of MCZ specimen digital media is governed by the MCZ's [Permissions & Copyright policy](#).

### Non-MCZ Harvard and outside-Harvard colleagues and/or graduate students

- Individual must fill out and sign an [Acknowledgment of Risk and Release form](#) and [Emergency Contact Information form](#).
- Individual must be trained by EH&S and MCZ Collections Operations staff and, after training, monitored by trained faculty/department sponsor.
- For each usage session, the faculty/department must sign up in advance using FAS Research Computing's [SPINAL instrument scheduling system](#). To request an account with Research Computing, visit the [request page](#) on the RC website. Equipment-use time must be recorded even if the schedule is open. Include warm-up and clean-up time during sign-up.
- For each usage session, the faculty/department must check the individual in and out of the DIF.
- DIF access for non-MCZ use is from 9:00 am to 5:00 pm, Monday through Friday, which is the same as the building access.



- The faculty/department who sponsors the work is ultimately responsible for the usage, care and if anything goes wrong in the facility.
- Images of MCZ specimens, and associated metadata, should be captured in accordance with MCZ permissions (see below), standards and copies provided to the appropriate MCZ collection department for archiving. The MCZ provides a [set of guidelines](#) for all such media and metadata.
- Reproduction, publication, or other use of MCZ specimen digital media is governed by the MCZ's [Permissions & Copyright policy](#).