

Policy for reservation and use of the FT IR Spectrophotometer

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Vertex 70 FT IR Spectrophotometer located in room 207, R&D Building at Korea University is the property of the Center for Molecular Spectroscopy and Dynamics (CMSD), which is an extramural center of the Institute for Basic Science (IBS).

This document contains general rules and policy that every user is obliged to follow. Any user who violates them may be banned from using this instrument temporarily or permanently, and will bear all the cost and expenses associated with any damage to the instrument caused by such malpractice.

1. The following documents will appear in a convenient spot near the instrument.

- Name of the person in charge of the instrument and their contact information.
- A tutorial to explain how to use the instrument
- A guide for the reservation and login processes

2. New user sign-up

- All new users have to be authorized by the instrument administrator for the access of the instrument.
- For the user authorization, one has to attend a training course and pass a test, both of which shall be provided by the instrument administrator.

3. Reservation and log

- Before using the instrument, every user must make a reservation through e-mail to the instrument administrator.
- The user can access the instrument only within the reserved time.
- Anyone who does not show up at his or her reservation time will be warned or, if frequent, suspended from using the instrument for two weeks or longer, because such negligence deprives valuable FT IR access time from other users. Every user is required to diligently cancel or change the reservation time when no longer necessary to use the instrument at that time.

4. Acknowledgement policy

- All users not affiliated with the CMSD (Center for Molecular Spectroscopy and Dynamics, 분자분광학 및 동력학 연구단) are required to acknowledge the contribution of IBS-CMSD upon publication of an academic paper, if it contains experimental data collected from the instrument provided by IBS-CMSD.
- The acknowledgement can be made by adding the following sentence in the acknowledgement section of the main text, not in the experimental or supplementary information section: “FT IR data were collected in the Center for Molecular Spectroscopy and Dynamics, Institute for Basic Science, in Korea University.”
- Anyone who is not willing to comply with this policy shall not be authorized to use this instrument.

● Contact information
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