

Terms and Conditions

Governing the Use of Facilities and Equipment

in the Mapping Science Laboratory

All persons using the Mapping Science Lab (MSL) facilities must read and agree with this document. You must also complete an application and agreement form provided with this document. The signed application confirms that you agree to abide by the terms and conditions set forth in this document. Failure to cooperate with the following rules will result in loss of privileges.

General Rules

It is the policy of ESF and the MSL that all users will respect all software and hardware licensing agreements.

The following are **prohibited** in rooms 13, 14 & 15 Bray Hall:

- **Food** - **Beverage containers** - **Candy and Snacks**
- **Smoking** - **Pets** - **Unsupervised Children**
- **Unauthorized Personnel**

Be considerate of other people's materials, disks, belongings, workspaces, etc. **Noise pollution and horseplay will not be tolerated.** Make sure your name is on all materials brought into the lab, in case you leave them by mistake. Space limitations do not permit storage of materials in the lab, although some arrangements can be made for large maps and special items. See the System Administrator for assistance.

All reference materials remain within the rooms and are left unmarked and undamaged. No provision can be made for the loan of original manuals or documentation. Simply put, there is only one copy!

Missing or damaged equipment, manuals, or software should be reported to a System Administrator.

DO NOT attempt to fix a system yourself! This includes removing or reseating cables; changing switches or jumpers; replacing fuses; dislodging stuck disks; opening computer or peripheral cases; adding paper to printers; moving peripherals; changing, deleting or adding files to the "systems" and "software" drives (usually the C: and D: drives), or rebooting. Be advised that financial assessments have been collected from users who have caused further damage while attempting to fix a problem. The System Administrator is responsible for the maintenance of all hardware, operating systems and ESF or MSL licensed software. You are responsible for the software and data files you write.

All MSL equipment or systems are delicate and must not be moved by any user.

Please notify the System Administrators when there seems to be a problem with software or hardware. If possible record error messages and processes you were running.

Limited disk space precludes placing your favorite software package on any MSL computers. This signifies that you may **not install** any program or executable file at any time. Native file editors appropriate to the specific platform are provided (EDIT on DOS platforms, Wordpad or Notepad on Win XP platforms, vi or text editor on UNIX platforms).

The System Administrator, and only the System Administrator, reserves the right to delete files, and install programs. If additional disk space is needed, ask the System Administrator for assistance.

Viruses and other disruptive programs may be on your disk or other systems. You are **not allowed** to transfer files or programs from other sources onto the systems without permission. Loss of your data and that of other users may result, in addition to down time while the system is cleaned up. The MSL maintains several virus-checking programs, which may be used to test your disks, please ask about them. **All disks** that have been used on other systems outside the MSL should be tested before use. Norton Anti-virus is available on all machines for this purpose.

Scheduling and Logging Time

"System Schedule" sheets are provided for sign-ups at regularly used XP and UNIX machines. You may sign up for **only one, two-hour block each day**. You are expected to show up on time for the period you have reserved. During busy periods, you could lose your time block if you are late. During slow periods, you may work longer if no one signs up or shows up to use the machine you are working on. Please use the "System Schedule" sheets to log any additional hours, or hours worked on a walk-in basis. This helps to justify requests for additional or faster machines.

Program Availability

Nine workstations are available for Mapping Sciences type of work. License managers allow all nine stations to run the ARC/INFO, ENVI, ERDAS and IDRISI suite of programs. Four stations have GPS Pathfinder Office, one has DVP and one has Leica SKI Pro. Other mapping sciences, photogrammetry, image processing and remote sensing software are available or will be considered. Since this is a dedicated, semi-public shop, such activities as web browsing, net surfing, word processing, email or other **non-mapping sciences activities will not be allowed**. Downloading **non-mapping sciences** related files or data will also **not** be allowed. These activities are allowed in other areas on campus, such as the Computer Center in Baker Lab, or the computer cluster in Moon Library. . In addition, **printing** will be limited to **no more than 5 pages**; large printing jobs may be performed at other locations.

Operating Procedures

Accessible disk drives on the Win XP computers are labeled on or near the face of each drive. Drive letters A: is normally a 3.5" floppy disk drive, drive C: is reserved for the operating system and drive D: is reserved for software packages. **Users do not access C: or D: drives at any time**. Drive E: is normally the public drive, designated for work session use. Drive F: is normally an Iomega 250 Mb Zip drive that use removable disk cartridges. Drive H: is a CD-RW drive.

Most of the computers are password protected through the Win 2000 Advance Server or UNIX operating systems. You will need only one login name and a password to gain access to any machine. Once logged on, you will be expected to use the drive and subdirectory assigned on the file server. (Access is usually through the W: or U: drives). Under special circumstances, local machine drives will be need. In this case, the E: drive (**and only the E: drive**) may be used for temporary storage. Once you are done with your session, back up your files and then please logoff (ctrl alt del, then L). If you find a machine already logged in, and unattended, please log that person off before attempting your login.

Each user, group or class, is assigned a sub-directory name to be used while working in the lab and all user files will reside in this directory. However, if you are planning on working with the same data on different machines, you should consider working directly from a Zip cartridge. If you are using large data files, you should consider working from the file server drive. Some space is provided for working on small files and projects on the hard drive. However, the public drive is not designed for storage, even short-term storage, so **back up your Files!** When finished with a project please remove all files related to that project from the hard disk. The System Administrator may remove files without notice.

The Iomega Zip drives and cartridges are the preferred choice for the working drive. Researchers should provide their own cartridges. For scheduled classes and instructor supervised independent study, server space may be provided.

When you are finished with your work session, **log off**. On the Win XP computers, left click the 'Start' button, then click the 'Log Off' button. Please **do not** click the 'Shut down' button. On the UNIX computers, click on 'Exit'.

Data Protection

Each user is responsible for the maintenance of their data in the assigned subdirectory. All files that are **important** should be **backed up** at the conclusion of each work session. All files that are not necessary (junk file) should be removed to provide maximum open disk space for other users. Get in the habit of emptying your "recycle bin" before logging off. In most cases the back up media will be **user supplied** floppy diskettes, Zip cartridges, CD-R, or CD-RW disks (see section on viruses), or in some instances magnetic tape cartridges. Current hardware set-ups do not provide for regular system backups.

DO NOT turn off the power to any system. These computers are left running during the day and power down automatically after a couple of hours of inactivity. They can be reactivated simply by moving the mouse, hitting the 'space bar', and waiting a few seconds for the monitor to power up.

Do not turn off the SUN Ultra 10's, or the **Dell PowerEdge 4400 systems**, they run continuously, and are the servers to the MSL network.

System Administrators
Paul Szemkow
Mark Storrings

Extended Access Procedures

After hours access to the Mapping Science Laboratory is a **privilege**, not a right. Exercise your privilege with great care. If you are issued a Building Admittance Authorization (BAA) or in some instances a key set, the following rules apply:

- **BAAs and key sets are for individual use only.** You agree to not release the keys to any other user or allow access to additional rooms.

- **You are the only person authorized to enter the room(s).** Any authorized user will have a BAA. University Police Officers may ask to see proof that you are authorized to be in a specific room. Special arrangements may be made with the System Administrator to allow others into the rooms for specific time periods.

- The terms and conditions set forth on this document will be **followed at all times.** Any unauthorized use or abuse of the facilities in the Mapping Science Lab should be reported to the System Administrator. Access to this lab facility is unique on campus and will continue as long as all users cooperate.

- Any unusual system error messages or problems with software should be reported to the System Administrator along with the conditions present at the time of the message. This will allow us to replicate the problem and formulate a solution.

Procedure for obtaining access to room 14 Bray Hall after hours is as follows:

- **Read, understand and agree** to the policies on this document. Submit the completed application form to the System Administrator for approval. The System Administrator may then issue a Building Admittance Authorization (BAA) form. Note: the BAA form requires two signatures, one from the System Administrator and another from the Environmental Resources and Forest Engineering Faculty Chair. Turnaround is normally 24 hours so plan ahead.

- **Note to new users:** New lab users will be asked to initially schedule work time during regular business hours to demonstrate proficiency in the use of the computer systems and software. This provides an opportunity for the System Administrator to become familiar with you and your project.

- You may, at any time, sign out the key to 14 Bray Hall by showing your I.D. card and BAA to the person on duty in the University Police Office, rear entrance to Bray Hall. This office is open 24 hours a day, every day. If access to other rooms is needed, prior arrangements may be made with the System Administrator.

- When you are finished working, return the key to the Public Safety Office. **Do Not leave** the building with the key. **Do Not leave** any of the rooms **unlocked** when you leave, even for short periods. This policy is for your protection as well as the security of laboratory equipment.

