



Terms of Use

Imaging Core Facility
University Medicine Mainz
Cell Biology Unit
Research Center for Immunotherapy

(i) General information

The Imaging Core Facility (ICF) and the Leica Reference Center offers a variety of light-microscopy related services and techniques for the groups of the Paul-Klein-Center for Immune Intervention, FZI members, collaboration partners and the research community in the University Medical Center Mainz.

The Imaging Core Facility is located on the 3rd floor Building 308 A, University Medical Center of the Johannes Gutenberg University Mainz, Langenbeckstraße 1, 55131 Mainz. The Core Facility Management will be available during common working hours from Monday to Friday.

The Imaging Core Facility Management provides either a complete or partial imaging service or provides hands-on training on the usage of the instrumentation as well as on image analysis tools. The Imaging Core Facility encompasses imaging instrumentation and computational analysis.

To provide the best possible service to everyone, it is necessary that all individuals in an approved project follow the Terms of Use, the Daily Use Information Sheets and the updates to these documents. In the following Terms of Use Document, all equipment (PCs, benches, microscopes etc.) in the ICF will be referred to as "instruments".

(ii) General Agreement and Project Proposals

Before any individual can have services provided by the Imaging Core Facility, a project proposal form for each project within a work group with intent to have imaging performed in the ICF must be completed and agreed by both the applicable group leader and ICF director, a terms of use form needs to be signed and agreed by the applicable group leader's list of operators and ICF director, an approved method of compensation/collaboration/acknowledgements should be made from the price list and approved between the group leader and ICF director, and applicable training of the instruments need to be completed by each operator.

(iii) Required training

1. Before you can book any instrument in the facility, you have to participate in a specific introduction and training provided by Core Facility Staff for the particular instrument and depending on the level of service you prefer. Following this, you will be able to book the instruments for which you have been approved based on your level of training and will be considered as an "operator" of that instrument. You will be able to view open dates and times and can request the booking them with our booking manager. The information is available at the Research Center for Immunotherapy and Cell Biology Unit Web Sites.

2. To register for the training, one must contact Facility Staff via Email stoldtst@uni-mainz.de By reading this document and signing that you have read and understood it, you and your supervisor confirm that you accept the terms of use for the facility.
3. The ICF Staff can support you in image acquisition, image processing and, in some cases) sample preparation in a collaborative manner based on our agreement of our Price List and the level of service you prefer.

(iv) Booking of instruments

Prior booking of instruments is obligatory. In cases of urgency such as manuscript revisions, grant applications and presentations that require immediate need of imaging during especially high volume times, one should contact the ICF Director to understand the policies and availability in these cases.

A separate document on the booking, care, safety and maintenance of the instruments/microscopes and imaging processing computers exists on the ICF Website (<https://imagingcf.uni-mainz.de/>) and is considered a part of this agreement.

(v) Billing procedure

Use of all instruments in the Core Facility is subject to a charge, based on the price list. For a detailed price list, please see the Imaging Core Facility website.

Users will be fully liable for any damages due to carelessness.

(vi) Use of Instruments

Consultation

We offer the possibility to discuss scientific projects, and we will suggest optimized technical solutions to address the scientific questions.

In cases of improper use or lack of training of individuals in a project, the staff is authorized to exclude individual from the handling of individual instruments or from using the Facility, and in such cases the imaging will have to be performed by the ICF staff.

A separate document on the booking, care, safety and maintenance of the instruments/microscopes and imaging processing computers exists on the ICF Website (<https://imagingcf.uni-mainz.de/>) and is considered a part of this agreement. (See (iv) Booking of Instruments.)

(vii) Data Management

The ICF keeps copies of all original data for an extended period of time, which is more than two years. After this time, it is possible for the ICF to continue storing data, but the ICF will only then store data involved in publications, dissertations/thesis or original data for grant applications. Otherwise it must be requested the ICF store the data in its archives. The ICF will also store appropriately processed data from our image processing suite. The ICF will, however, not be responsible for inappropriately processed data or the storage of it. The ICF suggests that individuals in a project keep their original and processed data in a secondary storage area of their own location. The Core Facility does not take any responsibility for the storage of your self-processed imaging data.

A separate document on the booking, care, safety and maintenance of the instruments/microscopes and imaging processing computers exists on the ICF Website and is considered a part of this agreement. (See (iv) Booking of Instruments.)

(viii) Biosafety issues

The rooms of the Core Facility are designated safety level S2.

Please do not bring any samples with a higher classification. You are not allowed to eat and drink in the lab area and in the microscopy rooms, and all guidelines to work under a S2 unit apply.

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(ix) Collaborations and Acknowledgements

All work in the ICF is a collaboration. All manuscripts must be sent to the ICF (the ICF staff and directorship) for review before submission to determine the level of involvement. The ICF (and especially the ICF Directorship) needs to be informed about all manuscripts that intended to be published involving the data generated or processed or discussed for consultation in the ICF. Failure to do so may affect the future use of the ICF's services. The ICF expects to be acknowledged in all scientific contributions appropriately following the rules of good scientific practice and with the ICF directorship.

A copy (PDF) of accepted publications with the data generated or processed or discussed for consultation in the ICF should be sent to the ICF staff and directorship. We would also very much appreciate a copy (PDF) of the final published theses and dissertations and a quick note of acknowledgements when the project(s) are concluded.

Thank you for your cooperation!

Terms of Use - Agreement

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I (we) have read the above terms of use (and to the separate guidelines and separate instructions that pertain to this agreement) and agree to comply with them. I (we) understand that a violation of these terms of use may result in the forfeiture of access for a specific time or of complete withdrawal of permission to access the Imaging Core Facility.

Date

Printed Name of Operator

Signature of Operator

Date*

Printed Name of Group Leader*

Signature of Group Leader*

*Please fill in group name and billing address:

*Please specify if the user is paid by a grant (for accounting purposes only):

* The Group Leader's name, signature and billing address (grant information) are only required for situations when an operator is a guest or collaborator of a Group Leader and is not directly affiliated with the Group Leader or the University of Mainz as according to the Administration of the University Medical Center Mainz.