

LiRI Lab Use Regulations (LUR)

1. Management

The LiRI lab is managed by Andrew A Clark (andrew.clark@uzh.ch). He is the primary point of contact for all questions relating to the lab. The authority of making the day to day decision lies with him and the authority for making final decision lies with Prof. Dr. Volker Dellwo.

2. Use, reservation, introduction, access

2.1 Use

In order to use the lab each user must have a current approved project in the LiRI management system bFabric (<https://bfabric.linguistik.uzh.ch/bfabric/>). An application for a new project can be submitted through bFabric. The application should be submitted with sufficient time before the user wishes to start testing to allow adequate time for review. The start date of a project may be constrained or delayed by demands of pre-existing projects. An application to use the LiRI lab may be rejected if the user has behaved in unscientific manner or did not act in accordance with these regulations during previous use.

2.2 Reservation

Each booth in the laboratory can be reserved in bFabric, which regulates the use of the laboratory, enables advance planning, and prevents overlaps and disruptions of ongoing experiments.

2.3 Introduction

The Lab manager or an assistant will give all first-time users an introduction to the lab. At this point any additional training in the use of specialist equipment can be discussed and arranged.

2.4 Access

Once your project is approved you can apply for access to the lab through bFabric. This may take several days to be processed as the access has to be added to your UZH card profile. Once access has been granted you will need to validate your UZH card before it will work.

3. Maintenance of the laboratory and the technical equipment

The maintenance of all equipment in the LiRI Lab is done by the Lab Manager Andrew A Clark. He is also the contact person for technical problems. Each user is responsible for the LiRI Lab and its equipment at the time of use. All furnishings, technical devices, etc. must be handled with care and expertise. Nothing may be removed from the laboratory. Damage must be reported immediately to the Lab Manager.

Rules of conduct

- 4.1 The lab is a shared environment with a large number of users conducting research at the same time. It is therefore important that everybody works in a respectful manner.

- 4.2 When leaving the lab, ensure that all of the equipment and light are turned off and that the outer door is locked. If you are leaving the lab for a short period, you should also lock the outer door.
- 4.3 Do not allow anyone else access to the lab and do not leave your participant alone in the lab.
- 4.4 The LiRI Lab and its equipment may not be used for purposes other than those requested.
- 4.5 No user may install or delete software on the LiRI computers. If you require software which is not installed, please contact the Lab Manager.
- 4.6 When saving your data only save it in the designated folder for your project on the data drive. After each data collection session it is the responsibility of the user to ensure that their data is backed up. Data files will only persist on the computer for 30 days after which it will be automatically deleted.
- 4.7 The LiRI Lab should be left as it was found. In particular, no changes should be made to the equipment.
- 4.8 Damage to the equipment, technical problems etc. must be reported immediately to the Lab Manager.

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