

Regulations for the use of ICArEHB's Laboratory and Library (Room J24)

Version 1.2 – February 22th, 2016

Version	Date	Changes/Notes	Responsible
1.0	2015.10.19	Initial approval of the document	ICArEHB's Director
1.1	2016.02.11	Improvement of the Version 1.0	ICArEHB's Director
1.2	2016.02.22	Improvement of the Version 1.1	ICArEHB's Director

The responsible for the approval of this document is the ICArEHB's Director.

These regulations are intended specifically to users of the ICArEHB's Laboratory, in order to allow a better use of the space and to create good working conditions for the welfare of all users. It is the responsibility of all users the full compliance with the rules here established.

Scope

The present document states the functioning rules of the Laboratory and Library of the Interdisciplinary Center for Archaeology and Evolution of Human Behavior (ICArEHB). The physical space of the ICArEHB's Laboratory and Library exists in the J24 room, located in the Brickwork Pavilions at the Gambelas Campus, University of the Algarve. This regulation intends to regulate the access and use of this space for teachers and students of Cultural Heritage and Archaeology Course (1st cycle) and Archaeology (2nd and 3rd cycle), members and investigators of the ICArEHB, external researchers and guests.

In the framework of its activities the space of the ICArEHB's Laboratory and Library is designed to: (1) treatment and analysis of archaeological materials from projects under the responsibility of ICArEHB members; (2) consultation of publications from the ICArEHB Library; and (3) conducting theoretical classes and laboratorial practices. All facilities and equipment is available to the academic community upon prior approval of the Director of ICArEHB and/or one of the persons responsible for their management.

The access to the ICArEHB's Laboratory and Library resources impose responsibilities and obligations. Thus, to create a regulation for the use of the space in the scope of its functionalities, and to reply to several interests and necessities, trying to optimize and to maximize the benefit of everybody's work as well as of the equipment and materials availability, above are described the guidelines and restrictions on its use.

Access

1. The access to the ICArEHB's Laboratory and Libray is permitted to:
 - a) Members and researchers of ICArEHB.
 - b) PhD and Master students in Archeology from the University of the Algarve, duly authorized by the Director of the Laboratory or, in his/her absence, by the Director of the ICArEHB
 - c) The students of the bachelor degree in Cultural Heritage and Archaeology from the University of Algarve, in the framework of its curricular disciplines and voluntary work, since they are properly accompanied by their supervisor or an ICArEHB researcher.

- d) Other researchers properly authorized by the Director of the Laboratory or, in his/her absence, by the Director of the ICArEHB.
2. Strange people can only attend the Laboratory and Library with previously authorization of the Director of the Laboratory or, in his/her absence, by the Director of the ICArEHB.
3. During the classes that are taught in the ICArEHB's Laboratory and Library, the access is restrict.

Opening hours

1. Without prejudice to any restrictions established by ICArEHB, is defined as normal opening hours, from 09:00h to 12:30h and from 14:00h to 17:00h, from Monday to Friday.
2. Access to Laboratory and Library of ICArEHB is allowed 24 hours a day, including weekends, to the members and researchers from ICArEHB and authorized PhD and Master students.

General rules

The use of the Laboratory should attend to the following rules:

1. Respect the rights of other users to ensure the best working environment.
2. Maintain the Laboratory and the Library clean and organized.
3. Don't change the position of the furniture, equipment and archaeological material without the previous authorization of the Director of the Laboratory or, in his/her absence, from the Director of ICArEHB.
4. On tabletops should only be the necessary material for the execution of the work. When you leave your working area, it should be left properly tidy.
5. Archaeological materials which are being studied and that are on the tables or countertops, should not be moved without the previous contact with the person responsible for them.

6. ICArEHB is not responsible for the disappearance of personal objects that were left in the space of the Laboratory and Library.
7. It is allowed to eat and drink inside the Laboratory and Library as long as the user is responsible for the cleaning and not leaving any food remains in the working area.
8. It is not allow the printing of personal documents within the printing equipment existing in the Laboratory and Library.
9. It is not allowed to use personal hardware units (*e.g.* external drives, pen drives, memory cards) in the Laboratory and Library computers. Data transfer should be done by e-mail or through a cloud service (*e.g.* Dropbox).
10. Users are responsible to maintain data confidentiality during their access in the scope of the use of the installations.

The use of the Library should attend the following rules:

1. The books, journals and papers are only for consultation in their own space. In specific cases, a previous requisition authorization may be asked.
2. In the cases when requisition authorization is given, the requester must fill the requisition form, which lies in the Laboratory's dossier.
3. Users can photocopy all publications. Each copy costs 0,02€. The money should be deposit in the *safe* that is next to the printer and the number of copies and the price paid should be discriminated in the *Photocopies List*, which lies in the Laboratory's dossier.

Equipment booking

The equipment should be booked with anticipation, through the AGENDO platform, available at <https://next.cirklo.org/ualg/>. The booking is dependent of a previous authorization from the responsible for the equipment and/or from the Director of ICArEHB. Additional information regarding the rules of use, registration process and booking system can be found at: <http://www.icarehb.com/index.php/about-us/facilities/laboratory>.

Final dispositions

1. The use of the Laboratory and Library implies the fulfillment of the rules in this regulation.
2. Any failure in meeting the above rules shall be notified by e-mail, to the Director of the Laboratory or, in his/her absence, to the Director of ICArEHB or those responsible for the equipment booking.

Penalties

The failure to meet the above rules will be subject to an investigation by the Director of ICArEHB, to determine responsibilities and impose penalties which may include a temporary ban on access to the ICArEHB's Laboratory and Library. All omitted cases are resolved by those responsible for the ICArEHB.

Implementation

The present regulation is valid from February 11th, 2016.

The Director of the ICArEHB,



(Nuno Ferreira Bicho)