

Lab Space Policies for CSE Suite 520

Spring 2017

As the HCC Lab in suite 520 in the CSE building also contains shared department resources in the form of the User Studies Lab (520B) and the Hardware & Development Lab (520A), this document is intended to outline our policies for access, management, and organization. It is our intention that this document should remain a living document which can evolve as needs for the space change over time.

Faculty Members Assigned to Suite 520

- Dr. Benjamin Lok
- Dr. Lisa Anthony
- Dr. Eakta Jain

Access Policies

In general, access to Suite 520 is controlled by key. The same key opens all 5 external doors to the suite. Priority for key distribution is given as follows: faculty members assigned to Suite 520 (see above list); students, post-docs, and visiting scholars working directly with faculty members assigned to Suite 520; and any other faculty members in the CISE department, with priority given to HCC Group members who will likely use the two shared spaces most often. Students working on research projects with any faculty member in the department (other than those already assigned to Suite 520) may borrow that person's key for access. Students working only on class projects who are not affiliated with any research lab will not be given keys under any circumstances. TAs for courses who will use the two shared spaces will also not be given keys under any circumstances.

Hours and Reservations Policies

For class project use, the User Studies Lab and the Hardware & Development Lab will be available, by calendar reservation only, typically during the hours of 10am and 5pm, Monday through Friday. TAs for each class will be given access to the calendars to reserve timeslots for the student groups to use the space. Managing individual group reservations will be the TA's responsibility. To get access to the calendars, TAs should contact the lab liaison (see below), indicating which course and instructor they are working with that semester. TA access to the calendars will be removed at the end of each semester.

TAs may only reserve the spaces during the approved hours of 10am to 5pm, Monday through Friday. If weekend access is needed for class purposes, a faculty member or TA must be present and responsible for supervising student groups while they use the space, since walking through research lab space is necessary to get to the two shared class rooms.

Research use of the space is also handled by calendar reservation, but is not restricted to any specific hours. Faculty members assigned to Suite 520, and any other HCC Group or CISE faculty members who request it, will have calendar access to make their own reservations for themselves or students working on research projects. It is up to each person to ensure they do not schedule a reservation conflicting with a previously existing reservation, and to resolve any conflicts which may arise.

The User Studies Lab calendar may be viewed at the following URL: <http://bit.ly/1t2EDNi>

The Hardware & Development Lab calendar may be viewed at the following URL: <http://bit.ly/1m2brQE>

Equipment Policies

Equipment located in the two shared spaces in Suite 520 that is department-owned will be clearly marked. This equipment is not to leave Suite 520 unless previous arrangements have been made with the course instructor. Equipment is to be returned to the storage location from which it was obtained. Any training required by specialized equipment (e.g., MakerBot, eyetracker) is the responsibility of the course instructor.

Computers located in the two shared spaces in Suite 520 will be CISE-managed. Students coming to use these machines will be able to log in with their CISE credentials. Students will not have access to install software packages on these machines. For course use, instructors and TAs will be responsible for working with CISE IT to have any required software packages installed.

For research use, a shared local admin account will be maintained which faculty and students engaged in research activities will be allowed to access on an as-needed basis.

Lab Liaison

The lab liaison will be appointed on an annual term (fall, spring, summer) to manage all aspects of (1) calendar reservations and lab access, and (2) lab maintenance, organization, and space issues. The lab liaison will manage adding and removing access to the calendars for room reservations, and reviewing reservations once per week (e.g., Monday morning at 9am) to ensure things are running smoothly and no major conflicts have arisen. The lab liaison will also be the point person for all issues of lab maintenance, organization, set-up, storage, and space issues. Faculty members assigned to Suite 520 may request the lab liaison begin the process of contacting external parties (e.g., PPD, CISE IT). All final decisions must be approved by all faculty members assigned to Suite 520.

As of Spring 2017, Alex Shaw (alexshaw@ufl.edu), advised by Dr. Anthony, will be lab liaison.

Research Space Policies

The research space, including the main conference table, is to be used only by faculty members assigned to Suite 520 and their students, post-docs, guests, etc.

Hardware Lab Equipment List

The current list of department-owned equipment available for use in the Hardware Lab as of Spring 2017 is as follows:

- Mirametrix S2 desktop eyetracker
- Recording microphone
- Digital video cameras x2
- GoPro camera x5
- MakerBot Replicator 2X
- Geomagic Touch x2 (haptic device)
- Leap Motion controllers x2
- Google Glass
- Oculus Rift x2
- Google Nexus 5 32Gb smartphones x10
- Wacom Cintiq tablets x3
- Desktop computers x4 (1 high performance)*
- 46" LCD TVs x2 (for collaboration / group work)

** Main machines are CISE-managed and can be logged in with students' CISE credentials. The high-performance machine currently has a default log in. For access to it, please contact the lab liaison.*

Please note: the User Studies Lab does not have any department-supplied equipment available.