



## **GUIDELINES ON HOW TO BORROW MICROSCOPES (FOR USE OF STUDENTS)**

1. All microscopes that will be used by students will be borrowed and returned to Room 232 at every lab class session.
2. At the start of the semester, Laboratory Instructors will issue and require their students to fill out **microscope slips** that will be used in the lab courses for the entire semester.
3. Students should provide the filled-out microscope slips for the issuance of microscopes from the personnel in Room 232. The lab instructors must indicate the time & date of use and then sign the microscope slips of the students every time they borrow microscopes.
4. At the end of the lab classes, students should return the microscopes and claim their microscope slips and return these to their Laboratory Instructors.
5. It is highly recommended that microscopes be borrowed at the start of the class (08:30-08:50 AM, 11:30-11:50 AM, and 02:30-02:50PM) and returned before the end of the class (11:10-11:30 AM, 02:10-02:30 PM, 05:10-05:30 PM).
6. In instances when the microscopes could not be returned on the recommended time, the Lab Instructor should inform the personnel in Room 232 ahead of time in order to adjust their schedule accordingly.
7. The Lab Instructors should also inform the personnel in Room 232 ahead of time if their students would not be able to return the borrowed microscopes within the day or on the indicated date. In these instances, the Lab Instructors can request for assistance from IB cleaners in returning the microscopes to Room 232.
8. For students who will use microscopes for their Special Projects (SPs) and theses, the Instructor/Thesis adviser should endorse the student to Room 232 when borrowing and returning the microscopes. The period of microscope use must be indicated in the microscope slip.