

Geographic Information Centre Research Area



The *Geographic Information Centre* research area is a small space established for the analysis of GIS and remote sensing data that requires demanding processing. The computers in this space encompasses a unique set of software packages to meet the needs of GIS and RS users at McGill. The research area has five Window based machines each one built *in house* in order to optimize the functionality of the hardware and software. To maintain the functionality and usability of the machines, with minimal downtime for several simultaneous users, the following rules must be respected at all times. These rules do not only apply to the hardware and software but also to the shared spaced in the lab.

1. Do not install **anything** (including browser plugins, media players, programs, drivers, etc.) on the workstations without prior permission from Dr. Pablo Arroyo or Dr. Margaret Kalacska.
2. Social networking (e.g. Facebook, Twitter) and chatting programs (e.g. MSN messenger) are **strictly forbidden**. Anyone found to be using the workstations for non-work related activities would lose the access to the facility.
3. **Do not save or write** files/folders to the C: drive. Any personal or work files found on the C: drive will be deleted without backup. Use the data drives found on each machine.
3. Do not leave personal items or work related material out on the desks overnight. We **request** users to bring the minimal amount of personal effects in order to maintain the area as clean as possible. We required a clean environment and the responsible use of the facility as other researchers use the same computers.
4. Do not change the hardware configuration of the machines in any way - this includes moving screens, keyboards and mice.
5. Do not share the log on information, codes or encrypted drive passwords with anyone, even if they say they've received permission.
6. Provide a Gmail account in order to be added to the Google Calendar. Please add the period of time you will need access to the lab: Start Date, End Date.
7. If you leave for more than 15min (e.g. go for lunch) you must log out or, set the screen saver if you are in the middle of running a process.
8. Unless you have been given permission to store your data files on the hard drive of a specific workstation or on an encrypted drive, do not save your work to the local hard drives because it may be deleted for a number of reasons, including accidental deletion by another user.

Geographic Information Centre Research Area



9. Do not use external USB devices without permission and prior virus scanning. If a virus is tracked to the user, the user will be responsible for covering the cost of fixing the machine (approximately \$150/hour).
10. If the machine you are using requires servicing, updating or general maintenance, you may be asked to log off at any time.
14. While every effort has been made to ensure the safety and integrity of the workstations and the data, do not count on the hardware (i.e. UPS) or software to preserve your work. An account will be created in the data server for the user to back up the data in regular basis.
15. Under no circumstance (without prior authorization from P. Arroyo) may data be removed from the lab workstations to personal or office machines or to any form of storage media (including, but not limited to, CDs, DVDs, USB sticks, SD cards, floppy disks, external/internal hard drives).
16. NO drinking or eating is allowed in the laboratory. **Any type** of liquid container should stay outside the lab facility.
17. The printers in the lab are for GIC work purposes.

Failure to comply with these regulations will result in loss of laboratory privileges.

I, _____ (McGill ID _____) have read and understood both pages of the HPLC regulations and agree to comply. By signing this form my supervisor provides the following FOAPL number _____ and agrees with the terms provided in this document. If any damage were caused to the computer equipment due to negligence from the user, the FOAPL would be charge for the repairs or replacement of the equipment.

Student's Signature

Date

Student advisor's Signature

Date

GIC Director's Signature

Date



HPCL Request Form

Name:

Last name:

McGill's ID:

Email:

Department:

Advisor's name:

Initial date (year/month):

End date (year/month):

Brief Project Description including the GIS and/or Remote sensing software/tools to be use (200 words max.). Please send the description electronically if you don't have Adobe Acrobat.