

Department of Pathobiology Microscope Room (room 1149)

PURPOSE OF THIS ROOM

- The main purpose of this room is to facilitate veterinary pathology education by allowing graduate students and faculty to interact, share cases and learn from each other.
- To provide an up-to-date reference library for graduate students and faculty.
- To provide anatomic pathology graduate students with a microscope.
- To provide multi-headed microscopes for teaching purposes.
- To allow DVSc, PhD and diploma students who are scheduled on the clinical pathology, surgical biopsy or necropsy rotations to have computer access to the VMIMS and Sapphire programs for obtaining case histories and entering case data.

ASSIGNING WORKSTATIONS

When a new graduate student starts a program and requires a workstation, a WORKSTATION REQUEST form should be filled out by themselves or their advisor. Copies of these forms are available on the inside door of Nathalie's room (room 1110 in Pathobiology).

Use of computers (and microscopes) will be determined on a semester basis by Nathalie Lemieux and Dr. Darren Wood in consultation with the IT staff of AHL and the student advisors. These resources are provided to those registered graduate students who have significant amounts of applied pathology in their programs.

NOTE: Please keep your workstation neat and tidy. So that other individuals can make use of workstations, please clear your area of all items before you graduate and/or before going on a leave of absence.

NOTE:

Microscopes MUST be returned to Nathalie (for cleaning and servicing) in room 1110 BEFORE assigning them to a new student.

PATHOBIOLOGY LIBRARY

A great library resource is available in the microscope room. These books are NOT to be removed from the microscope room. Please return books to their appropriate locations on the shelves when you are done using them. Grad students are asked to assist with maintaining the books in an orderly fashion in their designated areas on the shelves. Please inform Nathalie if you find a book that would be beneficial to add to the library collection.

GRAD TEACHING SLIDE SETS

Slide sets can be signed out at any time from room 1110. Please return sets once you are done using them.

CASE MATERIAL

Diagnostic material is confidential. If hard copies are made, place them in the container provided for shredding. Do not put these in the regular garbage or the recycling boxes.

PRINTING

Use printers sparingly. The higher capacity printer on the 2nd floor should be used for larger tasks. Do not print on the AHL Histology printer. A spare printer cartridge should always be available close to the printer. If it needs to be replaced, please bring the used cartridge to Nathalie so that a new one can be provided for the room.

VMIMS ACCESS

Please contact Nathalie Lemieux to arrange VMIMS access with Elizabeth Reemeyer.

MICROSCOPES

Microscopes are to remain at your workstation and not removed from the premises. If a microscope is to be used for graduate course exams, please arrange to use a cart to transport it to the exam room. The microscopes should be serviced or properly cleaned on a yearly basis. Contact Nathalie to arrange servicing. Microscope light bulbs can be obtained from Nathalie in room 1110. Please return microscopes to Nathalie for any needed repairs and servicing.

COMPUTERS

All of the AHL computers have access to both the AHL and OVC networks. The computers at stations 16 and 17 have access to VMIMS. Please report any department computer problems to Nathalie at nrlemieu@uoguelph.ca (for stations 16, 17, 4 and 9) and AHL computer problems to itmail@lsd.uoguelph.ca.

INFORMATION, GUIDELINES AND REGULATIONS FOR COMPUTERS

1. All users of LSD/AHL computers in microscope room **MUST SIGN** and abide by LSD Software/Hardware Policy (attached). Installation of unauthorized software on LSD/AHL computers is prohibited. If you require the installation of additional licensed software on an LSD/AHL computer, please call LSD/AHL IT
2. Computers are provided and maintained by a combination of LSD/AHL and Department of Pathobiology resources. For issues related to Sapphire contact AHL IT; for VMIMS (including VMIMS ID and password) contact Elizabeth Reemeyer (x54691); and for OVCnet contact OVC ITS (x54778). Hardware problems will be dealt with by AHL IT and Nathalie Lemieux (x54670) depending on the owner of the computer (LSD/AHL or Pathobiology).
3. Connectivity to OVC and LSD networks is available on all computers. This will permit access to software and other network drives available on the OVC and LSD networks, including VMIMS and Sapphire.
4. Save data on the U or V drive (OVC network) or H drive (LSD network) and then onto a CD. It is unwise to rely on the C drive.
5. Do not listen to on-line radio. This has the effect of slowing other computers on the **whole** network.
6. Regularly update anti-virus software. Double click on the magnifying glass on your taskbar and highlight Auto Update@ to start the update and set the program to run automatically. Do not open email attachments from unknown sources.
7. Before you leave the computer, log off the network and turn off the computer.

Please submit signed policies to Nathalie room 1110.