

Mechatronics

TERMS & CONDITIONS of USE

1. Reservation

- 1.1. The Mechatronics service (machining and electronic workshops) is booked on a first-come-first-served basis.
- 1.2. Reservations must be made **well in advance**, as once the application is received, it will be necessary to analyze the feasibility of the service requested, determine material and human resources needed for its development.

2. Information

- 2.1. Users are recommended to contact the service to discuss the requirements of the service prior to submission of the request, especially for the discussion of the facility suitability.
- 2.2. Users will provide CLPU with descriptive information concerning the service to be performed using the "Mechatronics Service Request". If multiple service requests are involved, the applicant shall provide a separate description of the service needed with each request.
- 2.3. If users will not be present during the service ("Delegated service"), written instructions concerning the handling of any material sent to be part of the service shall be also provided. Any shipment arrangements for materials or information will be at user's expense. CLPU shall not be responsible for any damage or destruction of any material or information occurring during the course of the delivery to or from the CLPU.
- 2.4. Draw, diagrams or designs can be sent on *.pdf format. Other formats are also accepted (*.zip, *.rar, *.prt, *.sldprt., *.asm, *.sldasm., *.dxf, *.dwg, *.x_t, *.x_b, etc)

3. Services

- 3.1. Access to the laboratory is limited to authorized personnel. To be granted access, users who will present during the service ("Assisted service") shall follow strictly the safety instructions provided by the Center and agree to abide by the requirements. **Users will be at all times escorted on site by CLPU personnel.**
- 3.2. **Completion times are not guaranteed**, as circumstances beyond CLPU control may increase service completion times.

4. Cancellations

- 4.1. Depending on the works to be done in order to prepare the service, CLPU may require users an advance payment of a percentage of the total amount, which will not be reimbursed in case the service was cancelled due to the user's decision.

4.2. In the event the services cannot be performed within a reasonable time or due to circumstances beyond the control of CLPU, CLPU will notify the user as soon as reasonably possible. The user shall have the option of terminating the agreement with reimbursement to CLPU for its reasonable costs to the date of termination, if applicable, or continuing the service.

5. Results

5.1. Any improvements of methodology, discoveries, inventions, copyrightable work, equipment, or process developed solely by CLPU during the course of this service, and which can use independently of this service, shall be the sole property of CLPU.

6. Acknowledgements

6.1. Non-proprietary users undertake to acknowledge the usage of CLPU equipment in the publications for which elaboration parts or products developed in the CLPU have been used, with the following statement or similar

*"The author(s) would like to acknowledge Spanish Pulsed Laser Center (CLPU)
for instrument and/or machinery use and scientific and/or technical assistance"*

6.2. Non-proprietary users undertake to send CLPU the details about any publication, thesis or other documents containing information related to the service carried out at CLPU through the "Feedback Report" and to send a hard or soft copy of the publication with the acknowledgement.

6.3. The failure to comply these obligations by users may imply the refusal of future services.

6.4. Would CLPU wish to make any use of the results of the service, authorization to the user should be requested. CLPU will acknowledge their authorship.