

GUIDELINES FOR PREPARING AND MAINTAINING A RESEARCH NOTEBOOK

Research notebooks are the physical property of Iowa State University and must be turned in to the Ames Laboratory Records Management Office upon termination of the researcher's appointment or project.

In order for your notebook to be of maximum legal value, use only the official bound and serially numbered notebooks available from the Ames Laboratory Storeroom.

How to Make an Appropriate Entry

- Entries must be legible and made in blue or black ink.
- Every page or entry must be dated and signed.
- **NEVER** obscure the notebook page numbers.
- Never tear pages out of the notebook or leave pages blank.
- A brief description of the purpose of the work will aid in interpreting the data in years to come.

How to Appropriately Correct an Entry

- Never erase. Draw a single horizontal line through any material you wish to eliminate. Initial change.
- Blank pages or portions of pages must have an "X" placed on them to indicate the blank was intentional.

How to Include Cross-References and Attachments

- Insertions to the notebook (e.g. photographs, maps, charts, and/or additional information) must be glued in place and **must not cover any existing entry on the page**.
- Insertions must **not** cover the page number or restrict access to any other information on the page.
- **Insertions should not be larger than the surface of the opened notebook.** Large insertions will be microfilmed in segments in order to align with the camera.
- Date, sign, number, and cross-reference insertions to their related notebook entries.
- Sketches, drawings, or lists held outside the notebook must be numbered, dated, and cross-referenced to the relevant pages in the notebook.

How to Protect Your Work

- Take precautions to safeguard your lab notebook(s).
 - Paper notebooks should be kept in a controlled access room or cabinet.
 - Access to electronic research records should be protected through standard computer protection protocol (i.e. password, limited access to shared drive, and periodic backups).
- Record inventions or significant findings in your notebook as they occur. Do not allow time to elapse before having these developments properly witnessed and recorded.
- Have any important entry signed by two witnesses sufficiently trained to understand the entry but unrelated to the work involved.
- Credit must be given to any individual(s) who has made a contribution to the work recorded in this notebook.

What to Do with a Completed Research Notebook

- Upon completion, all research notebooks should be brought to ESH&A's Records Management Office located in 151 TASF to be microfilmed.
- Researchers terminating their employment are **required** to submit their notebooks to the Records Management Office before checking out of the Lab.
- Microfilming is a black and white process. Therefore, colors and color related distinctions will be lost during filming.