General Media Lab Usage Policies

1) Excessive noise is not permitted in the Lab at any time. When possible, use headphones to listen to your audio content.

2) You may come to the lab and use the equipment without prior notification if it is not booked. Relying on informal availability of computers is not recommended for course-related work.

3) If you do not arrive within 15 minutes of your booked time or contact the technician to indicate a new arrival time, it will become available. If you repeatedly do not arrive for your booked times, you may lose booking privileges.

4) Course related projects and University projects for English, Film, and Theatre students take priority. You may work on independent and personal projects at the Lab; but your time may be pre-empted by course-related work at the Director/Technician’s discretion. Students and staff from other departments will have very limited access privileges to the video editing stations.

5) Do not install any software on the computers under any circumstances. Make software requests to the lab technician.

6) Save data in the designated “workspace” (as indicated by a course instructor, the lab technician, or the film technician) area of the drive in a folder with a title including your name. Do not leave files on the computers for extended periods of time. Files will not be kept past the end of term. A Mac OS formatted external drive is highly recommended for any student doing film work in the lab. It will allow students better security, data redundancy and flexibility in the lab.

7) The English Media Lab is not responsible for lost, damaged, or deleted files.

8) The English Media Lab is not responsible for lost, damaged, or stolen personal property in the lab. Do not leave your belongings unattended in the lab.

9) Eating and drinking in the lab is discouraged. You are completely responsible for any damage or cleanliness issues to arise should you choose to eat or drink in the lab.

10) Ultimately, be clean, respectful, and leave your workstation as you found it.

11) Any behaviour that contravenes these rules may lead to suspension of lab access.