

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.