

Policies and procedures are enforced to ensure the security of equipment and the equal opportunity for usage by all students. Failure to comply with these rules will result in the suspension of editing privileges.

1. Use of equipment is reserved for **academic purposes only**. Students need to be enrolled in a course for which a project is required. Knowledge of the system is critical, prior training is required. Instructors request swipe access for students.
2. **ABSOLUTELY NO FOOD OR DRINK PERMITTED IN THE EDITING SUITES.**
3. The individual "swiping in" assumes **full responsibility of the equipment** and will be held accountable for the cost of loss or damage. Individuals are forbidden to "swipe in" others.
4. **Reservations are required.** Groups and individuals are limited to 4 hours per day. If you reserve time, you must occupy the suite within 10 minutes, or the time becomes available to others. "Walk-in editors" can take unreserved time or time that has been reserved by someone else who has not shown up within 10 minutes.
5. **Name your project.** This is your work space for the semester. Any unauthorized projects will be deleted. Your project name should include, in order, your course number, your last name (or group name), and assignment.  
**VALID PROJECT NAME EXAMPLE: 321\_smith\_1stcommercial**
6. Use **ONLY the Avid Media Drive X**. This includes capturing footage, saving titles, and rendering. Never put content onto the system C: drive.
7. All users agree to comply with the IT Security policy and the campus code of conduct along with all federal, state, and local laws. The use of Marist's resources will not be used to violate copyright or patent laws. **Software may not be copied nor may individuals modify software or data** without the consent of the creator of the software or data. **Settings shall not be changed in ANY way.** Software shall not be added or deleted. **Any and all network connections are prohibited.**
8. Be courteous to others and **conserve time and disc space**:
  - capture selectively
  - delay rendering effects until time to output your video
  - when deleting content, you must delete the clips and the associated media files, otherwise the content is orphaned on the drive and left taking up valuable space.
9. **Immediately report any technical problems** to the Media Center or your professor. If the data drive ever reaches 90% capacity, discontinue capturing and contact the Media Center or your professor ASAP.