

## School of Communication and the Arts - Rules for Use of LT 225 Audio Suite

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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 folder.** This is your work space for the semester. Any unauthorized projects may 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. 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.
7. **Monitor audio at reasonable levels.** Use of headphones is encouraged.
8. **Do not alter the wiring**, nor disconnect anything.
9. **Computer settings shall not be changed in ANY way.** Software shall not be added or deleted. **Software may not be copied nor may individuals modify software or data** without the consent of the creator of the software or data.
10. **Immediately report any technical problems** to the Media Center or your professor.