

Center for Electronic and Computer Music

Usage Guidelines and Keycard Agreement

Students with keycard access to the CECM Studios are asked to abide carefully by the following guidelines. Failure to do so may result in revocation of studio privileges and mandatory withdrawal from classes. While these guidelines may seem somewhat negative, they are designed to keep the studios as productive as possible for all students and make them a pleasant place to work.

Students are expected to treat all equipment with reasonable care and respect. Abuse of equipment will result in revocation of studio privileges.

When leaving studio, students should set equipment to "normal" condition (see "Zeroing Out Studio" guidelines), return chairs, music and mic stands, manuals etc. to where they belong. All manuals should be re-shelved in the room where they belong.

Students should not move any non-portable equipment. This will most likely set off the central alarm and result in a visit from the Campus Police.

Under NO circumstances should any cabling be removed or rerouted without express permission from either Prof. Hass or Prof. Cook. There are adequate jacks for hooking up outside equipment. Students are not to tamper with any wiring or equipment inside cabinets.

All malfunctioning or missing equipment should be reported to Prof. Hass or Prof. Cook immediately. Non-emergency reports are best made by email; emergencies by phone. Please rule out operator error to the best of your ability by checking manuals, etc. before reporting a malfunction.

Under NO circumstances are students permitted to install or download software onto the CECM computers without express permission. Students should also not change any system settings or other key software or hardware settings that are not a normal part of using the studio. Disregard of this policy will result in suspension of studio privileges.

Students are expected to regularly remove their files from scratch disks after backing up. Time in each session should be reserved for this so the next student's session is not delayed. Students should take care not to create and leave large audio files on the CECM computer system disks, where they do not belong. Files kept outside of student folders either on the computers or Kurzweils may be (and probably will be) tossed.

Limited snacks and drinks will be provisionally allowed in the studio provided they 1) are kept away from equipment (i.e. don't put drinks on racks about equipment) and 2) students clean up any spills. Please eat full meals elsewhere. If the studios become messy, this privilege will be revoked.

Students are to work alone in studios – no outside guests are allowed in the studios except and only at the time you may be recording a vocalist or instrumentalist. After recording, they must leave. Under NO circumstances are students without a keycard to be let in to work on the CECM equipment. Students are expected to act with decorum at all times and not create a situation which is disruptive to other students or the MAC staff. *Violation of this policy will result in immediate loss of studio privileges.*

CECM students have been granted the special privilege of working in the studios after building hours. They must confine their activity to the studios only (except for an occasional trip to the restroom). Under NO circumstances are they to let anyone else into the building, prop the outside doors open after they are locked or use other rooms.

The door to the studios should never be propped open when a student is not present. Doors should always be kept shut when any sounds are being produced to avoid disturbing other classes.

The purpose of the CECM studios is the production of works related to electronic music courses, be they assignments or creative activity. Limited use for editing the student's own non-electronic music is permitted if it does not interfere with the requirements for classwork. Under no circumstances is studio equipment to be used for the benefit of outside students or others. This includes editing and burning CD's of their music. While a limited number of non-class related CDs of the CECM student's own music may be burned, wholesale CD production should take place elsewhere. Permission to engage in non-class related projects should be gotten in advance from either Prof. Hass or Prof. Cook.

Students are expected to keep duplicate back-ups of all work. Catastrophic loss of materials required for grading is NOT an excuse. Get in the habit of alternate back-ups with each session.

KEYCARDS: Students receiving keycards agree to pay a \$50 reprogramming fee for the loss of keycards. Lost cards should be reported immediately, so they can be unprogrammed. Loaning of keycards without approval will result in immediate loss of studio privileges. Students should be aware that a downloadable log of keycard entries by number, date and time is kept by the door systems.

Acknowledgement: I have read, understood and agree to abide by the above policies as a condition of my use of the CECM studios.

Signature

Name printed

Date