

University of Iowa
Electronic Music Studios

Policies

I. Access

- 1) Students registered for Electronic Media courses will be assigned keys to Studios 1, 2, 3.
- 2) Students who have previously taken Electronic Media may be assigned keys to Studios 1, 2, 3. Keys must be returned by the end of finals week of each semester. They may be immediately checked out again.
- 3) Students registered for Composition Seminar may be assigned keys to Studio 3 for up to one month.
- 4) Composition/Theory Faculty may be permanently assigned keys to Studios 1, 2, 3.
- 5) Users may reserve Studios 1 and 2 for up to 5 hours per week. Reservations will be made during the first week of class. If a student fails to show up for a reserved time for two weeks in a row, then the student will lose that reservation, unless previous arrangements have been made.
- 5) Users may sign up for additional time in Studios 1 and 2 one week in advance. Weekly sign up sheets are kept in the metal trays on top of the metal cabinets in each studio. Students are responsible for posting the weekly schedules on the bulletin board outside the studio door.
- 6) Studio 3 is first come, first served.
- 7) The Studios are not to be used by other SOM students and staff without specific permission.

II. Use

- 1) The printer may be used without charge for Area business, including EMS, Center, Composer's Workshop, and faculty projects. All other copies cost 10 cents each. All users should fill in the print log with the appropriate information.
- 2) The scanner may be used for any type of project, but real work takes priority.
- 3) The CD-ROM burner may be used by any composition student to make audio CDs of their music. Students may not make CDs for other students.
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