

Studio Policies

All users are expected to be familiar with current Studio Policies, which are available from the staff. Violations may result in restriction of access.

- 1) Security. The Studios must be secure at all times. Doors should not be left open when the studio is empty and keys should not be loaned to anyone. Lost keys should be reported immediately so that the locks can be re-keyed, the cost of which will be borne by the user.
- 2) Configurations. Studio configurations are not to be altered without prior permission. This includes computer systems, hardware, hardwiring.
- 3) Clean Environment. Models for the EMS Studios are professional recording studios and doctor's offices in which facilities are always in spotless condition and equipment is arranged geometrically to give the impression of order. Any mess created by the user, including tracked in dirt, is expected to be cleaned up before the user leaves. Furthermore, users are also expected to clean up messes made by others.
- 4) Food & drinks. Food must never be unwrapped or eaten inside the studios. If food is eaten outside, users should wash their hands before returning to avoid gunking up keyboards, mice, and mouse pads. Drinks are allowed only if they are placed on the floor, never on tables or or equipment.
- 5) Trouble-Shooting. The Studios are not consumer-oriented. EMS technology is to be treated as an ongoing process rather than as a consumer product. Users are expected to develop trouble-shooting skills. See the Trouble-Shooting Guide.
- 6) Manuals. Manuals are not to be taken out of the studios and are to be stored neatly in bookshelves.
- 7) Disk Utilities. Because we use some sensitive copy-protected software, users are not to run any disk utility or formatting applications.
- 8) Disk Space. Students may store up to 200 MB on specified Studio 1 & 2 drives. However, any user files may be deleted from any computer at anytime without warning.
- 9) File, folder names. The names of user files and folders must begin with the user's initials (caps is best; 2 initials should be used unless another user has the same initial, in which case use 3 initials; a period following the initials is helpful also). Files and folders without initials will be deleted at the discretion of the staff.
- 10) Software, extensions. Software and extensions may not be installed without prior permission, even if the software is deleted afterward (hidden remnants that cause system problems may be left behind).
- 10) Studio Time. Users are expected to use their reserved studio time. If a user is 15 minutes late, then another user may use that time.
- 11) Thermostat. The thermostat in Studio 1 controls the temperature for all rooms in the hall, so watch out.

12) Log-in. All users of Studios 1 & 2 should sign the login sheet.

Access by Users

Many University Studios limit studio time to daily working hours and do not assign keys. Other studios close early in the evening. The University of Iowa Studios allow round the clock access and keys that may be checked out for the semester by qualified students. For security reasons, three types of users defined below will have different degrees of access to the Studios.

- 1) Semester User. A Semester User is a student who is **registered** for a course in studio access is vital to a major project.

Semester Users have the following privileges:

- a) Keys to Studios 1,2,3 may be checked out for the semester.
- b) "Permanent" studio time may be reserved for Studios 1,2 for the semester.
- c) Additional studio time may also be reserved on a weekly basis for Studios 1,2.
- d) Studio 3 may be used whenever free.

- 2) Temporary User. A Temporary User is a qualified student who is not registered for a course in which access to the studios is required. Keys cannot be checked out by Temporary Users for extended periods.

- a) Keys to Studios 1,2,3 may be checked out for up to one week in the Main Office in return for Student ID.
- b) Studio time may be reserved on a weekly basis.
- c) Studio 3 may be used whenever free.

- 3) Studio 3 User. A Studio 3 User is a student who is registered for Composition Seminar, either for credit or non-credit. Studio 3 Users have the following privileges:

- 1) A key to Studio 3 may be checked out for the semester.
- 2) Studio 3 may be used whenever free.

Fees

Most university studios charge high lab fees. Since university funds do not support ongoing studio expenses, lab fees are a primary source of a studio's operating budget. The University of Iowa Studios do not charge any lab fees. Our operating budget will come from two sources:

- 1) Users are expected to buy blank DAT tapes and CDs from the Studios. The Studios purchase these in bulk and sell at a markup comparable to prices charged elsewhere.
- 2) Studio 3 users are expected to pay 10 cents per page for their own laser copies. Copies made for EMS, Composition/Theory, CNM, Workshop, and SCI projects are free. Copies made for course assignments, presentations, compositions, logs, contest applications, etc. must be paid for.

In lieu of fees, Semester Users are expected to donate at least 1/2 - 1 hour per week to studio maintenance and development. This will include cleaning and other organizational responsibilities.

If individuals or groups of users do not share these responsibilities, a substantial user's fee may be required or access may be restricted.