EMS Policies

Security

The studios must be secure at all times. In general, this means that doors must not be left open if the studio is unattended, no visitors from outside the School of Music are allowed without prior permission, all keys assigned to the user must be accounted for. The cost of rekeying studio locks will be borne by any user who loses his/her keys.

Access

Many university studios limit studio time to daily working hours and do not assign keys. EMS allows round the clock access and keys that may be checked out for the semester by qualified students. For security reasons, three types of users will have different degrees of access to the Studios:

1) Students who are registered for a course in which studio access is vital to a major project.

   a) Keys to Studios 1,2,3 may be checked out for the semester.
   b) 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) Qualified students who are not registered for a course in which access to the studios is required.

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

3) Students who are registered for Composition Seminar.

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

4) Schedules for the semester will be determined in the 2nd week of classes. Students will create and maintain   printed schedules of permanent times which will be tacked up on the bulletin board outside. Blank copies are stored in the set of drawers in each studio. Users may pencil in their names to reserve weekly times. Users who repeatedly fail to use their permanent times may lose them for the semester.

Fees

Even though most university studios charge high lab fees, the EMS does not. Since university funds do not support ongoing studio expenses, the EMS operating budget will come from media purchases and printing.

   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. Users may purchase disks anywhere.

   2) Users will be charged 10 cents per page for their own laser copies. Copies made for EMS, Composition/Theory, CNM, Workshop, and SCI business are free. Copies made for course assignments, presentations, compositions, composition logs, contest applications, etc. must be paid for.

Powering up/down

1) Users must sign the login sheet when beginning a session.

2) Computers, monitors, peripherals, MIDI controllers and interfaces should be left on at all times. The CPU should be turned off before it is moved for cleaning.

3) Appletalk should be on when the computer is not in use.

4) Appletalk in Studio 3 should never be turned off and MacHTTP should always be running, since Theremin is our Web server.

5) Other equipment in the CPU racks in Studios 1 & 2 should be turned on when needed and turned off after.

6) The mixer and amp in the mixer rack should left in the on position and power up/down by a main switch.

   a) Studio 1: main switches are on the wall next to the door.

      b)   Studio 2: main switch is on the right rack ear of the mixer.

      c)   Studio 3: not installed yet.

7)   The main output mixer faders should be pulled down before powering up/down.

8)   Other equipment, such as the VCR, monitor, analog processors and synthesizers should be turned on/off as needed.

9)   Mood lighting is controlled by a switch on the left side of the workstation tables in Studios 1 & 2.

10)   When ending a session, users should straighten up the area and sign out on the login sheet. They should initial that the studio area has been checked and that everything is in order. Instructions are on the login sheet.

Computer Systems

1)   Computer systems are not to be altered in any way. This includes the appearance of the desktop and windows as well as other system-level functions.

2)   Users are not to run any disk utility or formatting applications without prior permission, since copy-protected programs may be lost.

3)   Users will be assigned individual passwords for the Mac and SGI machines. The computer will keep track of individual usage and printing activity.

4)   Users 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. Also, users who leave files on the computer should be aware that other users might use them as sound sources.

5)   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). Initials must be registered with the staff so that they can track down lost files. Files and folders without initials will be deleted at the discretion of the staff. Users who repeatedly create phantom files may lose access.

6)   Software and extensions may not be installed without prior permission. Even if the software is deleted afterward, hidden remnants might be left behind.

7)   SCSI devices are not to be moved between computers without prior permission. Users should allow enough time to transfer files by Zip disk or over AppleTalk when organizing large files, such as for CD recording.

Trouble-shooting

The Studios are not configured for consumer-oriented users. This means that configurations can be customized for individual projects. Therefore, all users must develop the ability to understand and trouble-shoot configuration problems as they arise. In general, this means that:

1)   Users who do not use the studios, specific equipment, or applications on a frequent basis should properly orient themselves before undertaking a project. In particular, DAT, cassette, reel-to-reel, video, and CD recording projects should   never be left until the last minute.

2)   Users should expect that problems will occur when equipment has been moved or new applications or updates are installed   and should trouble-shoot accordingly.

3)   Users should learn to consult manuals, online documentation, Weeg, and other users to solve problems.

4)   Users should be able to describe and replicate the exact sequence of events that preceded a problem before asking the staff for help.

5)   Users are expected to learn how to recover from crashes, protect their files, and understand how the flow of analog, digital,   and MIDI information may be compromised within the computer and between devices.

6)   Users are expected to learn how files are managed by different applications.

7)   Users should keep at least 2 copies of their important work in Zip disks dating back to at least 2 sessions.

8)   Users are expected to find workaround solutions to problems that they cannot immediately solve. This may involve using different software or working on a different aspect of a project.

9)   Users should develop a positive attitude toward trouble-shooting by taking the view that problems give them opportunities to learn more about the technology. Even the time spent eliminating possibilities is productive. Hot-headed dramatics are out of place in a professional studio.

Cleaning and organization

It is the responsibility of users and staff to insure that the Studios are in pristine condition at all times. This will create an environment in which users can focus on their work with a minimum of hassles and distractions. Equally important, when users feel confident about the state of the studio in general, they will be able to trouble-shoot more efficiently. Furthermore, faculty and students from other schools and departments, as well as members of the university administration, regularly visit the studios throughout the year. In order to help attract funding, faculty, and students, it is essential that the studios always have the appearance of a world-class professional facility. In general, this means that:

1)   No dirt, dust, or foreign particles should be found on any visible surface.

     a)   Users who track in dirt should vacuum, mop, or clean it up with a damp cloth.
     b)   Users are expected to clean up dirt tracked in by previous users.

2)   No papers, handouts, notes, pens, screws, or other objects should be left on any surface.

     a)   Users who find any such objects should put them into a Lost and Found Drawer, cabinet, or shelf as they think appropriate. All users should understand that any items left behind may be stored anywhere in the studios.
     b)   Users will manage the wastebasket by placing it outside the studio for the custodions when it is full and bringing it in when it is emptied.
     c)   No marks, writing, tape, or sticky material should ever be found on any surface.
     d)   Paper for the laser printer will be kept in the Studio 3 bookshelf. Users should not leave loose blank sheets of paper on the table or in the bookshelf.

3)   All equipment and furniture must be geometrically aligned to give the appearance of order.

     a)   Computer monitors, keyboards, & mice, MIDI keyboards, speakers, lamps, and other moveable equipment and cables should always be correctly positioned.
     b)   Disk drives and other peripherals (especially in Studio 3) should be neatly aligned or stacked.
     c)   Chairs should be placed neatly in front of tables, desks, or against the walls.
     d)   Manuals, mics, cables, headphones, mic stands, and music stands should be neatly stored.

4)   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. There will be major repurcussions for all users if any food crumb is ever found in the studios. If discovered, the offender will be immediately and permanently banned from the studios (hello, ITC). Food-related garbage should be discarded in a hallway wastebasket, not in the studio.

5)   Drinks are allowed only if they are placed on the floor, never on tables or equipment.

6)   Users are expected to contribute to studio cleaning and to note completed tasks in the cleaning log. If users do not help clean the studios, then lab fees may be assessed in the future. Individual users who do not wish to cooperate with other users in maintaining a professional studio environment can instead use the ITC labs, which unlike the EMS, are supported by Student Computing Fees.

     a)   Cloths and cleaning supplies are kept in the set of drawers in each studio.

     b)   To clean equipment, dampen a clean cloth and maybe spray some 409 on it. When cleaning, avoid moving dirt around by using a clean surface of the cloth on equipment. Rinse out often and reuse the cloth on other equipment as appropriate. Moderately soiled cloths can be used on floor areas.

     c)   When finished, rinse out, wring dry, unfold, and place in the used cloths drawer for recycling.

Other

1)   Users may store disks, etc. in one of the drawers in a studio. The drawer must be labelled with the user's name. Drawers will be emptied and contents discarded or recycled after 6 months of inactivity.

2)   Manuals may not be taken out of the studios.

3)   Climate control in the School of Music is always problematic, especially on weekends. The thermostat in Studio 1 controls the temperature for all studios and offices in the main hallway, so watch out. The fan in Studio 1 must be put away after use.

4)   Studio 1 has been set up for microphone recording. Since leakage from the pianos in the hall still occurs, users will have to schedule recording time accordingly. Studio 2 has less leakage, but the sound of the door of the to the Recording Studios is much louder and more random than the pianos. Furthermore, the mixer in Studio 2 is less   flexible for recording than the one in Studio 1. Users who decide to record in Studio 2 should return all mics, etc. to   Studio 1 when finished.

Violations

Users who put equipment and software at risk by repeatedly violating any of the above policies may be permanently denied access to the studios. Such users can complete their projects in the ITC lab, where a monitor is present. Course requirements would be modified to fit the ITC technology.