

Digital Media Commons at the Duderstadt Center Media Production Facilities User Agreement 2009-2010

The Digital Media Commons (DMC) Media Production Facilities (Audio Studio, Electronic Music Studio 1 and 2, and Multimedia Workrooms) are a collection of facilities located in the Duderstadt Center at the University of Michigan. These resources are open to the entire University of Michigan community for the purpose of exploration and education in media production. This document serves to help foster a positive community among the users and describes expectations that we have among members of our user community. Some rules are common across all our media facilities and others are specific to one or more venues.

COMMON RULES

Facility

- The user (reservation primary contact) is responsible for proper treatment of the facilities, the equipment, and maintaining a proper demeanor in the facilities during his/her session. Abuse of equipment is grounds for immediate revoking of privileges.
- The user who reserved the room is responsible for all actions of other users in that room.
- An authorized user must always accompany unauthorized users.
- No food, drink or open flames are allowed. It is against University policy to be in possession of and/or use tobacco, alcohol or illegal drugs within University buildings.
- Each user must dispose of any trash or wastepaper in the proper receptacles during and at the completion of his or her session.
- Users must not deface, vandalize, or write graffiti on any part of the facilities. Expulsion will result from any such act.
- Users must not allow any material that poses a potential health risk to the community to be brought into the room
- Users must not block, barricade, or otherwise inhibit proper use of the facilities.

Equipment

- No changing or modification of hardware cabling.
- Users are not permitted to repair, reconfigure, or reconstruct the internal connections of any in-house equipment. Failure to comply will result in suspension from the facilities. Any needed repairs should be noted in the logbook. Equipment maintenance, repair, and configuration are only to be performed by DMC staff.
- Users are not permitted to move any in-house equipment that is not specifically prepared or designed to be mobile.
- Each user must return any movable equipment to its proper designated location at the end of his or her session. Multiple offenses to this will result in suspension from the facilities.
- Users must not move or adjust the speakers. If you think there is a problem with the alignment, make note in the audio studio logbook (this will help the staff narrow down the point at which the speakers were tampered with).
- Only the certified user may operate the equipment in the facilities, failure to do so will result in suspension.
- Equipment is not to be removed from any DMC media facility for any reason, without expressed consent, in advance, from the DMC facility coordinator.

Purpose of Use

- Users are not permitted to hire out any of the DMC media facilities.
- Users, with the exception of faculty, are not permitted to allow others (this includes artists, producers, engineers and any other collaborators) to make use of these facilities to publish, sell, or otherwise commercially release any works completed, developed, or worked upon in the media facilities
- DMC staff reserve the right to know the purpose for use of a media facility
- The user is responsible for saving, backing up and recording to tape all media and content created during their editing session. The user drive is public space and files can/will be deleted. Media files left on the Multimedia Room hard drives are not protected and will be deleted. The OS drive (in the EMS & Audio Studios) will automatically delete on restart anything the user does to them (preference changes, downloads, sessions written to them).
- U-M copyright policy will be followed by the undersigned at all times (see <http://www.copyright.umich.edu/official-policy.html>)
- The DMC and/or AAEL staff reserves the right to check in on sessions at any time.

Additional Rules for the Audio and Electronic Music Studios

- No shoes or bare feet in the Audio Studio
- No Audio Studio or Electronic Music Studio door will be propped open to any facility at any time, including during all active sessions. Your session will be ended immediately if a door is found propped open in any way, and you will be suspended from the facilities for a set amount of time.
 - Users are urged to impart this information upon the musicians in their sessions, as they are likely to prop the doors open for various activities.
 - The only exception to this is the double doors between the audio studio tracking room and the hallway behind the studio. During load in / load out, someone must be holding the doors open at all times. Nothing else can be used to hold open these doors.
- An online resource is the DMC Audio CTools site, which is accessible from <http://www.ctools.umich.edu/> for certified users.
- **Audio and Electronic Music Studio logbook** provides the following:
 - A means of communication among users and between users and staff about current technical problems in the facilities. The logbook is the primary source for the staff to determine what requires repair and maintenance.
 - A way for users to report problems with the facilities and for there to be a written record of a user's session, as well as a means for the staff to keep track of how the facilities are being used.
 - All users must sign the logbook at the beginning and end of every session, taking care to record all necessary information:
 - In the logbook, users must write down the date, times of arrival and departure, and ANY problems with the facility. Users are asked to be as descriptive as possible when logging problems to help the DMC in the repair process.

Training and Certification

- There are three separate certification processes: (1) Multimedia Workrooms, (2) Electronic Music Studios (includes Multimedia Workrooms), and (3) Audio Studio.
- Any member of the University of Michigan community can use the multimedia workrooms after first attending a Video Editing Workshop or Multimedia Room Orientation.

- EMS Certification: Certification for the EMS rooms consists of three training classes and an on-location hands-on test:
 - EMS Training I is a one-hour orientation to the studios (including the Multimedia Workrooms). Upon completing EMS-I users are certified for the Multimedia Workrooms.
 - EMS-II / EMS-III
 - EMS-II is a two-hour training session held in EMS 2
 - EMS-III is a two-hour training session held in EMS 1
- Audio Studio: Certification for the Audio Studio consists of training sessions over multiple weeks, each of which must be attended, and an on-location hands-on test. Before taking the Audio Studio training, an individual must be a certified Electronic Music Studio user.
 - While users may immediately take training classes for the Audio Studio, it is highly recommended that students spend around a semester's worth of time using the EMS rooms.
- The DMC Audio staff reserves the right to deny certification if the user is not deemed ready. Rare cases such as this will result in extra one-on-one sessions with a DMC staff member.
- All training courses will be listed on the Duderstadt website <http://www.dc.umich.edu/training.htm>
- All Electronic Music Studio and Audio Studio users must sign this user agreement before being permitted to make use of the audio facilities.

Reservation Policies and Procedures

- Users will make reservations for each of the facilities via the online Virtual Event Management System (VEMS) maintained by the DMC Scheduling staff. (northcampusems.engin.umich.edu/DUDERSTADT)
- The VEMS system is typically available 24 hours a day, 7 days a week, without regard to the hours maintained by the Duderstadt Center. In the event that the VEMS system is unavailable, DC Scheduling should be contacted (dc-scheduling@umich.edu)
- Each room is accessible and open during the same times that the Duderstadt Center is open. Priority is given to academic work and credit course lab sessions.
 - Note: The Audio Studio is only available via application between the hours of 12am to 8am
- Users must include an appropriate level of identifying information when making a reservation.
 - Users must include their name and unqname in the session information when making a reservation in VEMS
 - Users must specify the event type as appropriate for the session information, including making a distinction between scholastic and personal use of the facilities.
 - Users should title their session with their own name. Doing so will cause less confusion when the user arrives to receive their key.
- Cancelling Sessions
 - In the instance that a user is unable to attend a session that is already reserved, he or she is required to take the necessary means to cancel that session, allowing others to reserve the time. Failure to do so will result in a "missed session" and suspension. The high demand for facility time deems cancelling sessions highly necessary, therefore required.
 - Users can cancel a reservation at any point until the start of the session by making use of the VEMS software to cancel the session themselves.
 - Properly canceled sessions do not count towards a user's maximum time limits for a given day or week.
 - If a user is unable to cancel their session in time so that their reservation can be removed from VEMS, the time will count towards the user's 15-hour/week limit.

- In some cases, a user may not be able to cancel a session online when the start time is near. In these instances, the user should contact the Information Desk to cancel the session.
- Users must be prompt in arriving to and leaving from a session. A user must not be 30 minutes or more late for a session. The Information Desk staff will cancel any reservation for which the key is not claimed within 30 minutes of the start time.
- **If a user fails to remove an unwanted reservation three times, their user privileges will be revoked.** The only people that can delete reservations are DMC staff and/or Information Desk attendants.

Reservation Time Limits are in place because of the size of the user base, and the limited space available.

Audio and Electronic Music Studios Time Limits:

- **Daily Limits:** Users are not allowed to reserve more than **6 total hours** in a single room. (non-consecutive hours still count towards your total of 6)
- **Weekly Limits:** Users are not allowed to reserve more than **15 hours** in any single room in any single week. For reservation purposes, a single week is defined as starting at 12am Sunday, and ending at 12am the following Sunday.
- **Extending the Limits:** Under special circumstances, users may be allowed to extend their usage of the audio facilities beyond the above limits. A reservation may be extended in **2 hour increments** so long as the room is not reserved by another user
 - Users can only book this extension at the **end** of their current session time.
 - Users invoking this privilege must declare they are doing so by sending an email to audio.scheduling@umich.edu at the time the extending reservation is made.
 - A user may not exceed weekly time limits in this manner without special consent from DMC staff. This extension can exceed the daily time limit of 6 hours.
 - If a user wishes to reserve more than 15 hours in a single room for any given week, or if a user wishes to reserve more than 6 continuous hours in a single facility, permission must be obtained from DMC staff no less than 2 weeks in advance.

Multimedia Workrooms Time Limits:

- **Daily Limits:** Each reservation is limited to **six hours**. Users may not have back to back reservations.
- **Extending the Limits:** Reservations can be extended if a user wishes to continue editing and the room is available. Reservations may be extended in **two-hour increments** by creating new reservations.
- **No-show/Late Arrival:** If a user has not shown up to claim their reservation within **30 minutes** of the start time, it will be cancelled and deleted from the web reservation system. There will be no attempt made to reach this user prior to deleting such a reservation. An email will be sent notifying the user and the Media Resources staff that the reservation has been deleted due to failure to show up and claim it.

Keys Policies and Procedures

- Keys are held for all facilities at the Information Desk, located in the atrium of the first floor of the Duderstadt Center. (734) 936-3191
- Users may only sign out keys for facilities for which they have reserved session time.
- Users must print and sign their name on the key log presented to them by the Information Desk staff.

- Users must exchange personal photo ID (such as a driver's license or MCard) to the Info Desk for the duration of the time they hold the key to any facility.
- Users may only hold the key to a facility during an active session reserved in their name
- Only the primary contact of a reservation may check-out the key to a facility for a reservation.
 - It is a violation of this agreement for a user to allow anyone else to claim the key for a reservation in his or her name.
 - Even other certified users are not permitted to claim the key in lieu of the primary contact for a session.
 - In the event that another certified user claims a facility key for certified user's reserved session, both users will be invited to speak with DMC staff
- Under no circumstances should the key to any media facility leave the Duderstadt Center.
 - When a user needs to leave the building for any reason during their session, the key to the reserved facility must be left at the Information Desk. In this event, the Information Desk will hold the key in the user's name until it is re-claimed by the user or until the duration of the reservation expires.
- Removing the key to a facility from the Duderstadt Center for any reason is considered grounds for suspension from the facilities.

Document's Properties

- This document is an agreement between the undersigned user and the DMC staff to adhere to the principles and policies outlined within it. By signing this agreement, the user accepts responsibilities as indicated, including adhering to the judicial rulings of the DMC staff in the case of breach of this agreement by the user.
- This agreement will expire August 31, 2010. Any user wishing for the continued use of the studios after this date will be required to sign a new agreement. If a user fails to sign a new agreement they will be deactivated from the online reservation system (Virtual Event Management System [VEMS]).
- DMC staff reserve the right to update or change this document at any time. Updates or changes will be emailed to all users. Such updates or changes will have a date on which they become effective.
- Users are not required to sign a new agreement for such updates or changes, and their standing agreement will be considered valid until the normal expiration of the agreement.
- The undersigned user has the right to terminate this contract at any time for any reason. Termination can be declared by notifying the DMC staff.
- Upon termination of the agreement, the user forfeits use of the facilities until a new agreement is signed.
- Termination of an agreement by the user does not necessarily hinder the ability of the user to sign a new agreement. However, If 60 days have passed since termination, the user is required to complete a refresher course before becoming eligible to use the facilities.
- The DMC is not responsible for any personal injury, property damage, property loss (including data), equipment failure, or other similar mishaps occurring during a session due to user error, equipment malfunction, facilities malfunction, or natural disturbance.

Digital Media Commons Staff Contact Information:

- Multimedia Workroom staff:
 - Steve Eberle, Media Consultant, seberle@umich.edu
 - Ryan Wilcox, Media Consultant, inlerabt@umich.edu

- Multimedia Workroom staff can be reached at mmroomhelp@umich.edu for multimedia workrooms issues.
- GroundWorks staff:
 - Dan Charette, GroundWorks Supervising Consultant charett@umich.edu
- DMC Audio Staff
 - Dave Greenspan, Audio Resource Coordinator, can be reached during regular business hours via email at dspan@umich.edu
 - DMC Audio staff can be reached at audiohelp@umich.edu (members may not be in the building after work hours, but will be reachable via email.)
- The Duderstadt Center Information Desk attendant can be reached at all times that the building is open via phone at (734) 936-3191
- The Duderstadt Center Room Scheduling Office can be reached at dc-scheduling@umich.edu
- Rob Pettigrew, Manager Digital Media User Support, rpettigr@umich.edu
- Glenda Radine, Senior Public Services Manager, gradine@umich.edu

*The user is responsible for being aware of any updates to this document. Any updates will be made available online on the Duderstadt Center's website, and the entire user group will be notified by email.

(Sign and return this page only)

Digital Media Commons
Audio & Electronic Music Studios
In the Duderstadt Center
2009-2010 USER AGREEMENT

I, _____, (print name) have read the Audio and Electronic Music Studio User Agreement and Policy Statement, understand it, and agree to adhere to it

(phone number)

(username)

(Local Address)

(Affiliation - School/College)

(Department - eg. PAT, Composition, EE)

(Status - Student, Faculty or Staff)

(Expected date of graduation - if student)

(Signature)

(Date)

Please return to "Audio Facilities" box in GroundWorks