

# FGCU Library Media Production Room Guidelines

- **You must bring your own storage device to keep recordings.** Anything saved on the computers will not be there the next time you log in. Security software installed on the machines will erase all data, without hope of recovery, upon every reboot. Save early and save often, on your own storage device. USB 3.0 flash drives or external hard drives are recommended for video files, which can be quite large.
- Users of the Media Production Room are expected to vacate the room at the end of their scheduled time so that proper inventory and maintenance can occur and other groups can use the room. The room schedule will be posted on both sides of the door to the room.
- The on-air light can be turned on and off using the control attached to the lanyard that is near the light switch. Please only turn the on-air light on when you are actually recording.
- There is no food allowed. Drinks with lids are acceptable as long as they are not near sensitive equipment (those areas will be marked with signs).
- Connections between equipment have been made carefully and with the optimum settings for most users of the room. Please do not disconnect or alter the cabling and connections on the video and audio editing stations.
- Report any missing or nonfunctional equipment to library staff immediately. Use the inventory list posted in the room to ensure that everything is present when you begin a session.
- All equipment that comes with the room must remain in the room. Users may be held liable for loss or damage of equipment that occurs during their scheduled time in the room.
- Before you leave the room at the end of your session, please
  - Log off all computers.
  - Turn off all microphones at the audio station by pressing the off buttons on the board and turn off any microphones in the video area by moving switches to the off position.
  - Open the curtains using the pull cords.
  - Clean up trash.
  - Turn off the “On-Air” light, studio lighting, and overhead lights.
- All users of the room are expected to adhere to all policies outlined in the University Student Code of Conduct while occupying the room.
- All users assume responsibility for their own content created in the Media Production Room, including adherence to federal copyright law (Title 17, U.S. Code).

**By using the Media Production Room, users agree to follow the rules and guidelines above, with the understanding that failure to adhere to these rules could result in the loss of privileges to the room, liability for the loss or damage of equipment, and/or further disciplinary action.**