GUIDELINES FOR STUDENT USE OF RECORDING FACILITIES

1. Students using the recording suite outside class time must be enrolled in a current, relevant course, which is providing training in the use of the suite.

2. Work in the recording suite must be course related.

3. The studios and control room must be kept securely locked and tidy at all times. Do not leave the security doors open as these are alarmed.

4. Equipment must not be taken out of the suite unless the lecturer in charge of the relevant course has given approval in writing for equipment to be used elsewhere.

5. Faults in the studio must be reported in the faults logbook in the studio, describing the problem, the name of the person reporting the fault and the date/time must be left in the studio. Additionally notify your lecturer or the technical support staff.

6. Booking the recording studio requires the student to complete following steps:
   • A booking must be made via email to the booking system supervised by the Student Administration Centre at rooms@arch.usyd.edu.au, indicating the date and time of the booking, your name and student ID number as well as a telephone contact number and the subject you are enrolled in.
   • Indicate the room you are booking: Room 144 Audio Studio control room/studio floor, Room 110 Surround Sound Studio or 118 the Sound Edit Suite.
   • You must notify the Student Administration Centre at rooms@arch.usyd.edu.au re any cancellation of your bookings.
   • A diary showing bookings is available on the university website at: http://web.timetable.usyd.edu.au/venuebookings/venueCalendar.jsp?mode=Timetables

7. Students may book up to two four-hour blocks a week. In addition you may use any additional down time PROVIDED you vacate the studio IMMEDIATELY when a legitimate booking arrives. NB Students will be able to extend their booking limit (through the intranet booking system) if no one has booked the studio within the 24 hours immediately prior to their use, or simply use the downtime until a legitimate booking arrives.

8. No hardware connections may be altered in the control room. Use patch bays if any alterations to hardware connections are required. Report any problems as above. Normalise the studio after use.

9. No tampering with software or hardware is to be attempted, nor additional software added without permission.

10. All project work must be backed up at the end of the session/booking. Students should assume that their work will be deleted from the hard drive at the end of their session/booking. Don't bother leaving 'please leave' notes, as the drives will be cleared regularly regardless. A DVD/CD burner is available and you can also transfer your data over the network to the computer labs.

11. No eating, drinking or smoking is permitted in the studio at any time. Small, capped bottled water is allowed, but must be kept away from all equipment.

12. Students who do not follow the guidelines may have their access privileges revoked.

13. Teaching staff and technical support may from time to time need to over-ride bookings for maintenance, class set-ups or other research.

14. You must notify the attendant when you are booking if you will need to bring in other people for the purposes of recording.

For bookings email: Student Administration Centre at rooms@arch.usyd.edu.au.