

Policy Guide for the Integrated Media Center Department of Mass Media

(Revised 9/07/04)

For students majoring or taking courses in:

Graphic Design
Mass Communications
New Media

Access:

All students in the department of Mass Media and any student enrolled in courses scheduled in the IMC will have access to the center for the term. All students using the center will be charged \$10 per term fee for use of printing materials.

To gain access you must first read this policy manual and sign the authorization for access form. This form is available from the department chairperson or the instructor of a course utilizing the IMC.

Priority for use of the center:

1. Classes in session.
2. Departmental productions such as the CliffNews.
3. Students working on courses to which they are currently enrolled. This includes internships.
4. Any student with access to the center to do work.

The KLIF radio studio is also included in the Integrated Media Center (IMC). For more information about the radio station see the KLIF handbook. The center also houses the staff office of KLIF and CliffNews.

Sign in policy

When students enter the IMC they must sign the sign in book. Print the date, your name what your working on (a specific course number, internship, Cliff News, checking e-mail and so on), and the time you entered the lab. When you leave please print your time out and sign your name.

Theft of equipment

If it is discovered that equipment has been removed without out permission it will be considered theft. Theft of any item will be charged to the students with access to the IMC.

If you have been given specific permission to use the digital video or still camera for a class you must sign in and out the camera. Failure to do so may be considered theft.

Rules:

1. No adding or deleting software of any kind.
2. No online chatting (IRCs or IMs).
3. No food or drinks at the computers.
4. No game playing.
5. Do not touch/move the monitors.
6. Please remove all personal materials when you leave.
7. Do not let any students into the center.
8. Do not give the combination to anyone.
9. Do not use the center if a class in session (even if computers are open).
10. Do not unlock any door.
11. Make sure you log off your machine when leaving.
12. If you need multiple copies (4 or more) please use a copy machine.
13. If a course requires you to use high quality or photo paper, it is your responsibility to provide it.
14. Do not unhook or attach anything to a computer unless you have been instructed to do so.
15. You may listen to music or other audio only while wearing headphones that you must provide.
16. Students found violating copyright will be disciplined.
17. Do not turn off the light. They are needed for the web camera and the video camera in KLIF for cable channel 12.
18. All students must sign in and out of the center when they enter and leave.
19. Cell phones must be turned off during classes. During open lab time they must be set to vibrate and you must leave the IMC to answer (or make) a call.
20. Print non-graphic documents (Word documents, Excel documents, web pages and such) to the laser printer. Save the ink jet printers for graphic projects.
21. Epson printers are for photography courses printing only.
22. Do not open any windows (the thermostat is set).
23. Put chairs back.

Students in violation of any of the above rules will face disciplinary action. Action could include, but not limited to, verbal warning, written warning, loss of access privileges, removal from the department and/or removal from the university.

Authorization for Access to the Integrated Multimedia Center

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I, _____
have read and understand the policy guide for the Integrated Multimedia Center. I understand that failure to follow these guidelines could result in a punishment that may include a verbal warning, written warning or loss of access to the IMC.

Student Signature

Date

Instructor Signature

Date

Department Chairperson Signature

Date