



## **Media, Film & Journalism Studies Building Lab Access Terms & Conditions**

The Media, Film & Journalism Studies labs are available to all MFJS majors. Video lab access is available only to Film Studies & Production majors and non-majors enrolled in a production course for the quarter in which the course is taken.

Non-majors are welcome to apply for access but must be enrolled in a MFJS course. All other use must be pre-approved by MFJS department Staff and the MFJS department Chair. In addition, all students taking evening classes at the MFJS Building are required to obtain building access in order to enter the building past 5:00 PM Monday through Thursday and past 4:30 PM on Friday. Students that obtain access to the building only are not allowed in other secured lab areas. MFJS staff/faculty will visit with students during orientation in the fall and the first week of evening classes to provide additional information. You must have a DU ID card by Wednesday evening of the first week of class.

In our ongoing effort to provide quality of service, the labs are currently available on a continuous 24/7 basis. Labs are available only to approved users with required access credentials.

Help with operation of the lab may be obtained from respective course faculty or designated department staff by appointment. Users who are unfamiliar with the correct operation of specific equipment in the labs should ask for assistance.

Please complete and sign the attached application in order to obtain access authorization. A valid DU ID card is required to enter the building and labs. You may be required to provide positive identification by means of a photo ID before obtaining an alarm code.

Your alarm code and ID card authorizations should be treated just as if you were given a physical key. Do not give your credentials to anyone for the safety and security of everyone.

### **Terms and Conditions**

1. I understand and agree that: the Video and Computer Lab facilities and equipment may be used for work on projects and assignments for MFJS classes or other authorized classes only. The labs and equipment are not to be used for class work for non-MFJS classes nor for personal projects not directly related to my class work without prior approval of faculty or staff.
2. **ABSOLUTELY NO FOOD OR DRINK IN THE LABS!** Capped bottles and food may be kept in backpacks or briefcases but must remain put away. Otherwise, dispose of your food or drink before entering the lab or leave it outside.

3. Should any damage or loss of equipment occur in the labs, user ID's that were used to access the facility at the time the problem occurred will be investigated.
4. Users are responsible for understanding the correct usage of all equipment in the Labs. Users may be held liable for any loss or damage to the equipment or facilities due to misuse. Users unfamiliar with the correct and safe operation of Lab equipment should seek instruction from faculty or a staff member before attempting to use the equipment.
5. A user with access is forbidden to give their alarm code or authorized ID card to anyone else for any reason and should endeavor to keep their code private. A user may be held responsible for any damage, loss or abuse the lab suffers due to the use of their code by any unauthorized person.
6. While in the labs, DO NOT open the building doors for ANYONE for ANY reason nor ask anyone to do the same for you. All authorized lab users will use their ID card to access the building and labs. If multiple users show up to the building or lab at the same time, each user must swipe in separately. "Piggybacking" is a violation, however, one user is allowed to deactivate the alarm. If for some reason a user's ID and/or alarm code does not work or a user forgets the alarm code, the user should contact designated department staff. Lost ID cards must be immediately reported to designated department staff and to the DU Pioneer ID card office for replacement. Your access will be suspended until new credentials are obtained.
7. Lab users may only use a lab for which they have been granted access and when the lab is available as open lab time. Access will be denied to all users during scheduled classes or lab maintenance sessions unless authorized by faculty or staff. The lab may also be closed at other times as needed for departmental activities or to correct problems. Notice will be posted on the lab doors in this event, and the Lab will be reopened as soon as possible.
8. For computers in the labs, do not install ANY software, plug-ins, fonts, peripherals, etc. nor add anything to the program launcher or change the DOC without prior authorization. Users may not install hardware devices except for USB storage drives. In addition, the use of the LCD projector and A/V equipment in any lab or classroom area is prohibited unless with prior approval from Faculty or Staff. Use only web browser based email clients to access email. Computer lab locally attached external drives are for designated class video use only.
9. Backup/save all of your files onto removable media. Create a folder with your name on it to store files locally. The Department is not responsible for user data stored on computers. A machine that requires major maintenance may be reformatted without prior notification. Likewise, if the designated volume becomes full, your folder may be deleted. Please DO NOT store files on any other drives or on the desktop. User files found here will be deleted immediately. All user files are deleted after the last day of finals each quarter.
10. Do not attempt to correct technical or facility problems yourself. Unless you are otherwise directed, report any problems to your instructor or designated department staff.

If no instructor or staff is present please email llcadmin@du.edu. Include the system number, a detailed description of the problem, and the date and time the problem occurred. Place an “out of order” not on the computer/device if necessary.

11. Please be courteous to other users in the Lab and keep the sound volume low or wear headphones while listening to sound tracks or music. Move Cell phone calls elsewhere.
12. Keep the Labs neat and dispose of trash properly. The computers and equipment can be left on for the next user. To conserve energy a limited number of computers will be left on in computer lab 113 at the end of business each day and on weekends. Please assist us with conservation by turning off computers in excess of the number of users in the lab.
13. Laser printer paper is currently provided in the lab by the department. To allow this to continue, please only print documents that are necessary and keep print jobs to a maximum of 50 pages. Users are responsible for providing their own specialty papers. These papers are to be of high quality and for use in Laser printers. Please see supported media types at the printer. The printing of labels is prohibited on all printers unless prior approval obtained. It is your responsibility to ensure that the correct approved media for the printer is used. Students must utilize the print release station if a class is in session.
14. Visitors and persons not affiliated with DU are NOT allowed in the building and labs after normal business hours at anytime. An exception to this is the Video edit labs and studio where cast, crew and other approved personnel are required for a production or postproduction activity. At all times these persons are the responsibility of the authorized lab user. The authorized lab user is required to communicate all terms and conditions of lab use to their visitors and oversee their activities. Lab users must notify Staff at least 48 hours prior to having visitors in the Studio and Edit lab facilities. Pets, food/drink (except capped water bottles), bicycles and skateboards are not allowed in the facilities at any time.
15. Students who are not Film Studies & Production majors will have access to the video labs only during the quarter in which they are enrolled in a production class. Majors who are authorized users of computer lab 113 are able to use the computer lab for the entire academic year. Students who are not majors that have building only access, are only allowed access to the building and labs during the quarter in which they are enrolled in a MFJS class. At the end of each academic year, all authorized users will be purged from the system and will need to re-apply for access at the start of the new academic year.
16. MFJS Majors that are not enrolled in a computer or video class may obtain access to the computer lab by completing a brief lab orientation. Lab orientation is provided on the first two Fridays of each quarter. Please contact designated department staff for times.
17. The University of Denver and Department of Media, Film & Journalism Studies reserves the right to modify these Terms and Conditions at anytime. In addition to these Terms and Conditions, the video labs have additional procedures that need to be followed. A copy of the individual lab procedures will be given to you once you have become an authorized user of the labs by completing an additional brief orientation.

18. The labs are secured areas and it is imperative that area doors remain locked and the labs alarmed when not in use. Be sure to check the status of the alarm panel before entering and exiting to prevent a false alarm. Alarm panel LEDs: Green=Alarm is off, Ready Red=Alarm is active, Armed. Dark LEDs=Indicates a door is open or motion sensor is active. It is your responsibility to alarm the area if no one remains in the lab after you have completed your activities. Be sure to “sweep” the area so that you don’t inadvertently set the alarm while users are still in the lab. Users alarming other users in a lab area will be responsible for any ensuing false alarm.

**To setup the alarm:** Double check the area that you are the last user and that no one remains in the lab. Check to make sure all interior doors are closed and locked. This is especially important for the computer lab since the door does not have an automatic closer. (Other area doors, including outside building doors, should never be used for entry and exit from the labs. They are to remain closed and locked after class hours, on weekends and holidays.) Exit the card swipe lab door and observe the alarm panel. The panel displays the date and time. Enter the code to arm the system, then enter “0” or the alarm will not be set! The “0” is only required if you have access to more than one lab area Faculty/Staff only. A short countdown will commence and the LED will turn from green to red. If you see: Secure system before arming, then there is an unsecured door or other issue. Check all doors again and repeat the exit procedure. If you still have trouble setting up the alarm or the trouble light is illuminated then secure the doors and report the alarm problem to Campus safety x12334 [and llcadmin@du.edu](mailto:llcadmin@du.edu) or 303-871-4204 as soon as possible. Usually a trouble indication will still allow you to arm the system. Failure to notify us of alarm trouble will result in suspension of your access privileges. If by accident you enter the wrong alarm code you will hear a long beep. Reset the keypad by entering # then retry your code.

In the event that you set off the alarm by mistake, you must immediately contact Campus Safety non-emergency at x12334 (303-871-2334) to report the false alarm. In addition you are required to report the false alarm to [llcadmin@du.edu](mailto:llcadmin@du.edu) within 24 hours.

**Emergencies other than false alarms:** dial-911 from a School phone or direct dial campus emergency 303-871-3000.

19. The Department is charged a \$25 fee for false alarms which will then be invoiced to the user who set off the alarm. Payment of the invoice must be made to the MFJS office no later than 5 business days from receipt of the invoice. Failure to pay the invoice on time will result in suspension of access to the authorized area(s) until paid. In addition, users who have more than 2 false alarms per quarter will have their access terminated for the remainder of the quarter. The Department reserves the right to terminate a lab user’s privileges at any time and for repeated false alarms.
20. If you have any further questions please feel free to ask!