

**EMF Media Lab Policy  
Spring 2019**

All Towson University students who use EMF equipment and/or facilities agree to follow the standard procedures stipulated by this policy. Any refusal to follow policy or violation of policy will result loss of access or fine.

EMF Media Labs are located in Media Center Room 007. Phone: 410-704-2592

Policies, hours and equipment can change without notice. Please see the MC007 office if you have any questions.

Please note the change to reservations. We are using a new online reservation system, and we ask for patience as we work through any issues when booking. Please use the system to book all regular lab and equipment use, but be aware that no reservation is guaranteed until time of pick up. At that time Media Lab Staff will verify that reservations equipment and times meet EMF Policy. If there are issues or questions with the new system, please do not call or email, but address them in person at EMF Media Labs in Media Center 007. We do not have the resources to field emails and phone calls at this time.

**Before using any part of the Media Labs:**

**EMF ID:**

Students must present their valid EMF ID Card each time they check out equipment or use EMF facilities. No other ID will be accepted. NO EXCEPTIONS!

EMF IDs may be obtained in the equipment cage (MC 007) during the first six weeks (exact times will vary each semester. Please visit the [EMF Website](#) for exact times) of the term by presenting a valid Towson photo ID (your OneCard), passing a written policy test, and presenting proof of production class enrollment; validation of enrollment is obtained via Media Lab staff checking the database for production class enrollment. Students must provide a valid address, telephone number and email address.

The EMF ID is good for the duration of the student's time at Towson University but will need to be validated each semester by signing the ML agreement after course enrollment verification. A semester sticker will be applied to the ID to show the student's validation. Students with ID's will receive their sticker when they update/verify course information and cellphone at the labs. Students must have a cellphone or local phone to be reached at. Without one, with an incorrect number, all EMF Media Lab access will be banned until an up to date and working number is provided.

Should violations of policy occur, students are required to surrender their EMF ID upon request by Media Lab (ML) Supervisor, ML Assistant Supervisor, or ML staff. Students may pick-up their IDs from the ML at the conclusion of their delinquency. Any refusal to forfeit EMF ID will result in full loss of EMF Media Lab Access.

#### **Hard Drive:**

All students using EMF Media Lab editing/recording facility must use an approved student provided drive to store their files on at all times. Saving/writing files to the department's computers is not acceptable.

**Approved drives should spin at 7200rpm, or be a Solid State Drive. The recommended connection type is Thunderbolt, USB-C, Thunderbolt 3 or USB3.0. Firewire 800 with an adapter will also be acceptable. Computers in labs are upgraded and different intervals, so some computers may have different connections available. We cannot guarantee an adapter will be available.**

Students using slower drives, flash drives or saving/writing directly to the computer do so at their own risk. Using a slower drive can result in file loss and system errors while working. The ML will not provide technical support for unapproved drives.

#### **Headphones:**

It is the responsibility of the student to supply his or her own headphones. The EMF department does not supply headphones in editing suites, audio labs or with equipment. All students using the EMF editing suites must use headphones.

It is recommended that the student do research and purchase headphones of high quality. Low quality headphones will not allow you to mix or record properly, as certain frequencies will be inaccurate causing your recordings to sound "bassy" or "tinny." These will be the headphones you use for all field audio and studio recording and mixing sessions, so choose carefully. We do not currently support Bluetooth/wireless headphones.

**\*\* Full size stereo headphones that fit around or on your ear, and do not have emphasized bass or noise cancelling are strongly recommended. \*\***

Other factors to consider:

- Full range frequency response (as flat a line as possible in the frequency response)

- Comfort - make sure they rest lightly and comfortably on the ear, creating a controlled environment for better sound.
- Connectivity - ability to either use ¼” or 1/8” (3.5 mm) connectors (may need adapters)
- Cable length - longer is better, so you have slack while moving. Some headphones will allow you to choose between coiled or straight-length
- Portability – Can they fold? There might be a trade-off between the portability and comfort of the headphones.

### **Software:**

The EMF Media Labs support the following software applications on all or some of our computers: Adobe Creative Cloud, ProTools, Reason, DaVinci Resolve.

### **Adobe Creative Cloud- Towson University’s Licensing and Compatibility:**

“Adobe CC software installed on University computers is an enterprise version and works differently than Adobe software installed on personal computers. With Adobe software that is purchased and installed on personal computers, Adobe distributes and automatically installs the latest application versions and updates continuously. This may present compatibility issues when sharing or using Adobe files on university computers because Adobe software is only upgraded at Towson each summer.

To avoid compatibility problems when sharing Adobe files at Towson, consider only using university computers to create Adobe files. When sharing an Adobe file from a personal computer with someone using a university computer, the file may not open on the university computer.”

### **Parking:**

Parking near the Media Center and Media Labs is extremely limited. The EMF Department is not responsible for any tickets, fines or towing that may occur while a student is picking up equipment, returning equipment or any other business they may have with the EMF Department. Park in properly marked pick up and drop off only. Mind all parking notices.

Being illegally parked is not a reason to rush or cut short any business you may have with the EMF Media Labs. Plan ahead. Equipment check in/check outs can take between 10-60+ minutes to complete.

### **How it Works:**

#### **Reservations: New reservation policy.**

Reservations can be made in person at the EMF Media Labs(Media Center Rm007), or by going to [towson.siso.co/emf](http://towson.siso.co/emf). SiSo is the University’s Online Resource Booking Service(ORBS). We invite all EMF students who require equipment for their courses to make reservations using ORBS. However, this is a new system we are using, and we will be making adjustments throughout the school year. Please be patient as we work to set up the store to fit student and course needs. Since the system is new, all reservations will be verified when picked up. Users

who make reservations for equipment outside of their access, have too many items, too many of the same items, have equipment reserved for too long, or violate any EMF Media Labs policy, will have their reservations cancelled or changed. Training can be found on your dashboard by clicking the blue light bulb in the bottom right hand corner. Any issues using the EMF store should be addressed in person at the EMF Media Labs.

The Media Labs reserve the right to make reservation in the user's name without their permission for courses that require specific equipment that needs to remain regulated. These reservations are place holders to guarantee equipment access, and to help with planning. These reservations can be amended only by the user whose name it is under and the MEdia Lab Staff. In most cases this will be the Producer of the project. The reservation can only be picked up if that user is present. In the case of group work, the reservation is a placeholder for the group, and will not be checked out unless all group members are present, and all agree and sign for the equipment/facility. For EMF367 and EMF473 the group as a whole is seen as the user, and are all equally responsible for the equipment and EMF Policy.

To sign in to [towson.siso.co/emf](http://towson.siso.co/emf) use your TU NetID. All equipment bookings are listed under "stock" and studios are under "rooms" in the dropdown menu. All equipment reservations should have their collection (pick up) times set 1:00pm(13:00)-7:30(19:30) and return times at 10:00am-12:00pm. We highly recommend that times are set to: Collect-1:00pm and Return-12:00pm. Late fees begin to accrue 30 minutes after the selected return time. Equipment can be returned before the selected time, which is why it is recommend to always set the return time at 12:00pm. Users have 5 hours after the "collect" time, or one hour before closing to pick up equipment. After 5 hours/close, reservations will be cancelled. Specialty checkouts must be made and approved in person or through theinstructor prior to the date of pick up.

Room reservations are cancelled after 15 minutes of non-collection.

The EMF Store is set to "working hours" and not a 24 hours period. If you attempt to book an item from Monday-Friday, you will get a notice stating the longest you can book for is 18 hours. 18 hours is still 2 nights, or the weekend(Friday-Monday). The maximum times are listed below.

All Equipment and Facilities reservations are limited to availability. No reservations may be made over the phone.

**Equipment and facilities must be picked up and returned by the student who made the reservation.**

### **Group Projects.**

**For group projects in EMF367 and EMF473 (other course may adopt this policy on an as needed basis) where multiple classmates will be responsible for the equipment, all group members are responsible and liable for the equipment. The group as a whole will be "the user" or "the student" and must agree to all EMF Policy as it relates to equipment and**

facilities. Group member names will be given to the Media Lab by the instructor, and any reservation for that course will be made for the group. Reservations for the group will be made under the producer's name. These reservations are placeholders. Any equipment scheduling will be done in person or over email to decide pick up and return times. All reservation checkouts must be picked up by all group members. As all group members are responsible for the equipment. If a single student wishes to accept all responsibility, they may do so, but will sign a form stating that they are sole individual responsible. This cannot be done to use equipment for non-course related projects, but for course projects that the entire group is not needed. Any fines or penalties that may happen while the group is responsible will be split evenly among all group members. If a group member comes forward to accept responsibility, then only that student will be held responsible. Groups that do not all sign and/or are not all present will not be allowed to checkout. Groups that are 15 minutes late will have their reservations rescheduled

### **Equipment:**

Users who borrow EMF equipment may only use it for academic purposes and only for the faculty-approved projects that are part of course assignments. Users must return the gear in the same condition as when it was checked it out and must return it on time. In the case of negligence, abuse, or mishandling, the student is liable for full repair, or the replacement cost, of the damaged equipment.

Equipment may be reserved for a maximum of two nights except for Thursday. Thursday equipment is due back on Friday, and there are no equipment checkouts/ins on Saturday.

**Maximum checkout times are: Monday-Wednesday, Tuesday-Thursday, Wednesday-Friday, Thursday-Friday, Friday-Monday.** Students may pick up their reserved equipment at the equipment cage (MC 007) starting at 1pm. Students have 5 hours, or one hour before closing to pick up their bookings. If they do not, bookings will be cancelled. If you cannot make it by then, please adjust your collection time, if possible, using ORBS. Equipment is due back on the due date between 10:00am and 12:00pm, but no later than 12:00pm (noon). There are no exceptions to this. Do not ask. Late fees will begin to accrue after bookings are 30 minutes late. 3 late returns will result in a 2 day ban from Media Lab access. A late return is anytime after the selected return time.

One hour before closing all equipment reservations that have not been picked up will be canceled. The unclaimed equipment will then be available for students to check out (first come, first serve).

Students must know which equipment they are looking for, and should understand how to operate that equipment. Towson University EMF staff has the right to test the student's knowledge of the equipment and has the right to refuse the release of equipment to students who cannot demonstrate their ability to operate the equipment properly.

## Checking Out Equipment:

**\*\*It is the responsibility of the student to check through and build all equipment with the lab aid prior to signing the agreement form. \*\***

Once the student signs the agreement form, they are accepting full responsibility that all equipment is present and working. Any missing items should be noted on the checkout form prior to the student signing.

If a student returns equipment with something missing or broken, and it is not noted on the checkout sheet or in the database, the student will be held financially responsible for replacing that equipment. It is extremely important that each student checks through all of his or her equipment before signing.

**\*\*\*Students that attempt to take out equipment without checking through and building the equipment first, can have their reservation cancelled and EMF ID revoked for a minimum of 2 business days.\*\*\***

\*For courses requiring group work, the group as a whole will be considered "the user". All group members are responsible and liable for equipment, policy and facilities. No group member will be exempt.

During each checkout the user\* signs a checkout form agreeing to the following:

1. The user agrees to follow all EMF Media Lab policy. Failure to follow any EMF Policy listed here, in the EMF Policy or course syllabi may result in fines and/or the user being banned from all use of EMF equipment and facilities.
2. Users that book online using the Online Reservation Booking System(ORBS) at [towson.siso.co/emf](http://towson.siso.co/emf) agree that reservations booked online are subject to verification at pickup, and can be changed or cancelled without notice to the user.
3. The users agrees that they must obtain an EMF ID by taking and passing the EMF Policy quiz. Once the EMF ID is obtained users agree to present their EMF ID to pick up any reservations and check in to any facilities. Users without their EMF ID will not be able to collect their equipment or use facilities. Replacement IDs are \$15.00.
4. The user agrees that they are responsible for the security of the equipment and accepts liability to loss, non-return, damaged or confiscated items left unattended. The user will be charged for full replacement or repair of equipment that is lost, non-returned, damaged or confiscated.
5. You agree to return the equipment by the agreed date and time, stipulated in the signed check out form. (In the case of non-compliance the student agrees to pay the appropriate fines as indicated in EMF policy). Late returns will be charged \$10 per day, per item. Fees will continue compound until the item(s) are returned or 10 days, whichever comes first. After 10 days the full cost of the equipment

will be charged to the user's bursar's account. EMF will no longer be involved in the collection of the fine and Campus Police will be notified.

6. The user agrees to check through and build all equipment prior to signing for the equipment. Once the user takes ownership of the equipment, they are responsible for the equipment and agree that the equipment was in proper working order with all components.
7. The user acknowledges that leaving any facility in an improper and/or unclean condition will result in a \$20 cleaning fee, and loss of EMF Media Lab access.
8. Users agree to pick up equipment reservations with 5 hours of the booked collection time.
9. Users agree to pick up facilities within 15 minutes of the collection time. Failure to collect or cancel facility reservations multiple times can result in loss of access to all facilities.
10. The user acknowledges that any blatant misuse of equipment, resources or facilities will result the loss of all EMF Media Lab Access.
11. Users agree to treat all Media Lab Staff and other users with respect. Rude behavior, unwanted physical contact and/or aggressive actions will not be tolerated. Failure to do so will result in immediate banning of all Media Lab Facilities for the remainder of the semester, and will be reported to the Office of Student Conduct.
12. You agree to advise the ML immediately at (410) 704-2592 of any damage or loss and will submit the required written statement describing the situation in which the damage and/or loss occurred.
13. The student will keep the borrowed equipment secure and protected from excessive heat or cold, excessive moisture, dust and shocks (i.e. equipment should NOT be left in a car all day or overnight)
14. The user will not make any changes alterations, modifications or repairs to the equipment.
15. If it is determined by the review committee that damage or loss of equipment was caused by student negligence, the user will pay EMF the full replacement cost or cost of repairs of the checked out equipment including the cost of standard shipping rates. The student loses the right to use any EMF equipment until the outstanding case is resolved.
16. In the case of a natural disaster, the user shall provide corroborating documentation.
17. When using any EMF or Towson University facility users agree to follow procedure for that space. No smoking, vaping, eating, drinking or drinking in any EMF facility. No weapons are allowed in any EMF facility.
18. The user acknowledges that leaving any facility in an improper and unclean condition will result in a \$20 cleaning fee, and loss of EMF Media Lab access.
19. The user acknowledge that repeated missed reservations will result in the loss of access to all EMF Media Labs.

20. The user accepts all responsibility for the safety and proper use of all equipment, resources and facilities while on or off campus. Any misuse of equipment, resources or facilities that results in damage to the equipment, resource or facility or anyone working with you, will be your responsibility.
21. The user accepts responsibility for any guests, talent, cast or crew working with them in EMF facilities. Any damage or policy infraction caused by any other type of guest with the user, will be charged to the user who checked out the facility or equipment.

Students who encounter problems after checking out the equipment must report all malfunctions, broken equipment and/or technical difficulties at the time they return the equipment to the ML and must show the ML staff the problem using the same equipment they used in the field. The student should immediately submit a written statement describing the conditions in which issue(s) occurred to the ML Supervisor or ML Assistant Supervisor. If proved that that student used the equipment properly, the student will not be held responsible for the normal wear and tear of the equipment as long as the issue is brought to the ML's attention.

**Repossession:**

There is a \$10 fee for repossession of equipment left unattended. This includes equipment left directly outside Media Center 007.

**Checking in:**

When equipment is returned to the equipment cage a lab aide must check it in. Students returning equipment should present their EMF ID and be present throughout the duration of the check in. Equipment should be returned in an orderly fashion similar to the state in which it was received and free of foreign materials. Students who return gear in a disordered state will be asked to organize the equipment and will be cited a violation for mistreating equipment.

Any problems or issues the student had with the equipment should be reported during the check in. If a problem or issue is found by the lab aide that has not been reported by the student, the student will be held responsible for the damages/missing equipment.

Returned equipment cannot be checked in until all gear is present and accounted for. If equipment is checked in with pieces missing, the student assumes financial responsibility for the replacements. If the student returns missing equipment before a replacement has been purchased, the student will be responsible for any late fees that would have accrued up to the cost of replacement.

While students may have someone else return equipment on their behalf it is not advised. Financial responsibility for the equipment will remain with the student who checked it out regardless of who returns it. Students who return equipment on someone else's behalf may not dispute fines or fees placed on the borrower's account.

The student is responsible for removing ALL media before returning the equipment. Once returned, the EMF ML assumes no responsibility for media left on the cards.

If a student returns equipment with residue left by using improper means to adjust/support gear, the student will be charged a \$10 cleaning fee per piece of equipment.

**Late Returns:**

Regardless of the type of equipment checked out (e.g. cameras, audio recorders, mboxes, accessories, etc.), late fees will be charged for equipment returned after the time allowed by the initial reservations:

**\$10.00 per item\* per day.**

\*An item is any one single resource checked out. A kit is considered 1 item.

Fees will continue to compound in this manner until the value of the equipment is reached or it is late for 10 days. At that point, the student will be charged for the cost of replacing the equipment including shipping and may be made delinquent for an extended period of time.

Late returns due to medical emergency must be accompanied by a doctor's note.

Equipment cannot be checked out to any student with outstanding fines until said fines are cleared.

Students that reserve the same piece(s) of equipment for 2 or more days in a row, and then do not bring that equipment each day will be charged what late fees may accumulate and will also be made delinquent for a minimum of 5 days.

**Broken/Missing/Damaged Equipment:**

The student user is responsible for any and all damages to the equipment while checked out in his/her name. "It was this way when I got it" is NOT an acceptable excuse and the student will be charged for replacement of the broken/missing equipment.

Students MUST check their portable equipment in the Equipment Cage before they sign their loan agreement. If a problem is found at that time, the ML will make every effort to fix, replace, or note the condition on the checkout form before the student leaves. If the student does not take the time to test or check their portable equipment, they are assuming responsibility for any damage that is found when it is returned. Once the student signs the form, they are accepting full responsibility for it's condition.

**Stolen Equipment:**

Any student who loses equipment or has it stolen must submit a written, signed and dated statement describing the conditions in which the theft occurred. Additionally, students must file a Baltimore County Police report or an equivalent report with the police department in the town or precinct where the incident occurred. A copy of the police report must be submitted in conjunction with the student's written statement within 7 days from when the equipment was originally due. Failure to submit these two reports to the Media Lab Supervisor will be considered negligent and will make the student responsible for the full cost of the stolen equipment.

An itemized estimated cost of the replacement of the equipment along with an additional fines will be submitted to the ML Supervisor and Department Chair along with the student's written statement and police report (if applicable). A copy of this report will be provided for the student. If it is determined that the theft occurred due to student negligence, the student will be responsible for the full cost of replacement and applicable fees/fines including the cost of standard shipping and will be made delinquent for an appropriate period of time based on the severity of the issue (to be determined by the review committee). The student must pay the charges, in full, to the ML Supervisor or ML Assistant Supervisor via cash (correct change only), or certified check made out to Towson University. Once all fines have been paid and the delinquency period has concluded the student's EMF card will be returned and ML privileges restored.

### **Paying a fine**

If a student acquires a fine from late fees or missing or broken equipment, he/she may pay the fine via correct cash, money order, or certified check made out to Towson University. Fines less than or equal to \$49 may be paid at a ML (MC007) to any Lab Aide on duty who will produce a receipt for the student upon request. The ML Supervisor or Assistant ML Supervisor must receive all fines greater than or equal to \$50. If requested, the ML Supervisor or ML Assistant Supervisor will give an itemized receipt to the student as well as keep a copy of the receipt for records.

### **Disputing a Fine:**

If a student wishes to petition the department to dispute his/her charges, he/she must request an appointment with the ML Supervisor or ML Assistant Supervisor through written correspondence with the ML Supervisor or ML Assistant Supervisor who will make arrangements to convene at their earliest possible convenience. All delinquency charges and fines will be considered applicable and valid until the Committee has reached a decision.

They will consider the student's written statement, the police report (if applicable) and/or any other documentation submitted by the student and listen to the student's oral explanation of events. Oral testimony of witnesses may be offered to corroborate events. Failure on the student's behalf to check equipment before signing it out is not a valid excuse and the student will be held financially responsible for all missing/broken equipment.

The Media Labs Supervisor will make the final decision about the student's liability within a few days of meeting.

**Facilities:**

EMF Media Labs have multiple professional studios and post productions spaces. Student users must treat these spaces in a professional manner and keep them clean and secure. Students that do not follow these policies will lose all access to EMF Media Lab facilities.

Do not move any equipment or furniture between studios/facilities. Students that move chairs, cables or any other equipment between spaces without authorization from the Media Lab Supervisor, will be asked to leave, have all reservations cancelled and lose access to all EMF equipment and facilities for a minimum of 2 business days.

Students that leave any facility in an unacceptable state will be charged a \$20 cleaning fee, and will be subject to further penalties depending on the severity of the state of the facility. In extreme cases of neglect, students can lose ALL access to facilities.

**Access to EMF Facilities is subject to change without notice.**

The department's facilities include classrooms, editing suites, TV Studio/Greenscreen and recording studios. All facilities are subject to availability. All facilities should be left in better condition than they are found. Access to these spaces is determined by course, and limited to availability.

The EMF Staff has the right to test student's knowledge of a studio and the equipment within that space or cancel their reservation if they think the student does not properly understand how to use the equipment or space.

**Audio Recording in Audio Facilities:**

Audio studios are sound isolating, not sound proof. Sound can travel between studios, whisper rooms and into offices and classrooms. All drum or excessively loud instruments recording/playing are restricted to evening hours during the week and Saturdays. However, if anyone in the building complains about noise, recording must stop immediately. Refusing to stop after a complaint will result in banning from the audio studios for the remainder of the semester. We do not supply parking permits for any loading of instruments. We do not have parking permits for non-TU students. Rowdy or disruptive behavior will result in an immediate ban. Students are responsible for all performers and guests.

· TV Studio: Located in Media Center Room 102, the TV Studio is a full HD TV Studio. It has 3 studio cameras, and a full lighting grid. The Studio also houses our green screen. This studio is available to students in TV production courses, Visual Effects courses and upper level courses that may require Green Screen access. In order to use the studio all students must have either

a faculty member present during the entirety of the reservation, or can pay \$20.00 an hour to have a qualified Media Lab Staff Member present. All students requesting access must have their use verified by their course instructor and the Media Lab Supervisor.

- Audio Studios-MC006 and MC001: The EMF Media Labs have two professional recording studios located in Media Center 006 and 001. These rooms are restricted to students in upper level audio courses. All drum or excessively loud instruments recording/playing are restricted to evening hours during the week and Saturdays. However, if anyone in the building complains about noise, recording must stop immediately. Refusing to stop after a complaint will result in banning from the audio studios for the remainder of the semester.
- Audio Suites/Whisper Rooms: The EMF ML have 4 audio suites in whisper rooms. These rooms are designed for audio post production, mixing and recording. They are available to all audio courses and select upper level video courses. The Whisper Rooms are optimized for two users at a time.
- Foley Studio: The Foley studio is located in Media Center 001. The studio portion of this space houses a raised floor and foley pits for the creation of sound effects. The Foley Studio is available to select audio and video courses.
- Surround Sound Suite/Digital Cinema Viewing Room: There is a Surround Sound Mixing Suite and digital Cinema Viewing room located in Media Center 008. This studio is available to audio students in approved courses, and video students in approved upper level courses.
- MC008: MC008 is the main lab for EMF students. It features 18 computers running Adobe Creative Cloud, Pro Tools and DaVinci resolve Lite. All production courses have access to this space. The EMF ML Supervisor and Assistant Supervisor offices are located in MC008.
- MC008 Specialized: In the back of Media Center 008 there are 6 stations set up for more advanced work. These stations offer space for Color Correction, Animation, 4 27 inch Cintiq tablets and dual monitors.
- Digital Cinema Post Room: Located in Media Center Room is a Post Production room designed specifically for color correction and UltraHD and above editing. Only upper level video courses have access to this room.
- Media Center Room 201A: MC 201a is a classroom computer lab, equipped with Adobe Creative Cloud, Final Cut and ProTools. MC201A is only available as overflow during times when the room is not in use by a scheduled course. Any EMF student enrolled in a production course may use these computers if a station is not available for them to use in the ML/Audio Suites.

### **Food and Drink**

Food and drinks are strictly prohibited from any of the labs, studios or workstation with the exception of water in a closable container. Any student found with unpermitted food and/or drink must leave the lab, studio or workstation immediately. He/she will be given a delinquency and will have his/her reservation for that day canceled. He/she will not be allowed to use any of the ML facilities for the remainder of the business day.

### **Reservations:**

Facility reservations can be made up to 30 days in advance. Reservations are limited to availability and must be made in person. Students are limited to six hour sessions and may only use facilities 12 hours per week per production course.[2] These will be not be enforced during times of low demand. However, during times of high demand this rule will be strictly enforced.

All facility reservations must be “picked up” within 15 minutes of the reservation start time otherwise the reservation will be canceled and the facility will be available for other student use. Students must give the lab aide on duty their EMF ID in order to use the facility. Students may pick up their EMF ID from the ML cage (MC007) at the conclusion of their session. Only EMF IDs will be accepted for facility use. Students may not use any other form of identification. No exceptions.

Like portable equipment, facility reservations and checkouts are non-transferable. Students who check out facilities must be present at all times. Students may not checkout a facility and then pass the use of it off to someone else.

Students are responsible for the equipment and presentation of a space while it is under their reservation and are financially responsible for any damaged, tampered, altered, lost or stolen equipment. Facilities should be returned to their organized arrangements with no trash, papers, or tapes left behind. If a student leaves the facility in an unacceptable condition or is not using the facility/equipment properly, the student’s EMF ID will be confiscated, the student will be made delinquent for a minimum of two full business days and depending on the offense could lose all facility access for the remainder of the semester, and all future reservations will be canceled.

**\*\*All reservations must conclude 15 minutes before the Media Labs close.\*\***

### **Checking in:**

Students must check in for their reservation by going to the ML (MC 007) and producing the EMF Card for the ML Staff. Students who fail to check in for their reservations at the ML and who, instead, proceed to use the facilities will be asked to leave, made delinquent for 2 full business days and will have all future reservations cancelled.

Students working in groups must all have validated EMF IDs to be allowed access to the Media Labs, and ALL students that will be in the facility must leave their ID. Students who do not have validated EMF IDs will not be allowed in the labs with the exception of performers not enrolled in any EMF production course. However, these students must provide a valid TUID or State issued ID.

Do not removed chairs, mics or cables from other studios or whisper rooms. Doing so will result in immediate dismissal and a minimum 2 day banning. Folding chairs are located in the alcove next to the emergency exit.

### **Checking out:**

When a facility reservation is finished, the student must come in to pick up his or her EMF ID and sign out of their space. If the student was using a studio, the space must be checked before receiving their EMF ID. These spaces include: MC001 Studio, MC006, Foley Studio, Whisper Rooms, Surround Sound Suite and TV Studio. If any of these spaces are not put back properly, the student will lose access to all facilities. There should be no trash, outside objects, extra chairs and the studio should be left clean and organized.

### **Whisper Rooms:**

- Any saved files on the computer must be deleted. Soundly files, imported and bounced files. Computers are wiped frequently.
- Logged Out of the Audio User
- Chairs Put back. All folding chairs must be put back in the alcove by the emergency exit. WR1 and WR3 have 3 office chairs. WR2 and WR4 have 2 office office chairs. Do not remove the office chairs from any studio. Doing so will result in immediate dismissal from the labs and 2 day ban for users.
- No trash. Food and Beverage trash will result in immediate 5 day ban. NO FOOD OR DRINK IN THE STUDIOS.
- Extra cables, mics or audio devices should be unplugged and returned.
- All issues should be reported to the labs

### **Audio Studios:**

- Saved files must be deleted. This includes Soundly files, imported files and bounced files.
- Mics put back in their cart or closet.
- Cables are coiled and put back.
- Headphones are put back.
- No trash. Food and Beverage trash will result in immediate 5 day ban. NO FOOD OR DRINK IN THE STUDIOS.
- Boards covered.
- Chairs Put back. All folding chairs must be put back in the alcove by the emergency exit. Do not remove the office chairs from any studio. Doing so will result in immediate dismissal from the labs and 2 day ban for users.

### **TV Studio:**

- All Cameras must put back in proper position.
- All Cables must be properly coiled and put back.
- All Trash must be removed the room
- Floor must be swept.
- All Control Room components must be turned off.
- Chairs put back.
- Set pieces must be put back properly.

- Any outside props must be removed.
- No items may be stored in the room.
- No trash. Food and Beverage trash will result in immediate 5 day ban. NO FOOD OR DRINK IN THE STUDIOS.
- No glitter, confetti, smoke, sand or paint may be used the TV Studio.

Failure to properly clean and put back your studio will result in a minimum 2 day ban. For gross negligence in the Audio Facilities, users will lose all access. Multiple infractions will result in full loss of Audio Studio/Whisper Room access.

### **Chronic Violations:**

Repeat offenders of any policy are subject to additional disciplinary action. If a student violates policy more than five times in a semester (including being more than a half an hour late when returning equipment), the student will be considered a chronic violator and will have his/her EMF card confiscated, be made delinquent for six full business days, and have all his/her future reservations canceled.

The fifth time a student violates policy he/she will be subject to losing their ML privileges for an extended period of time (with a minimum of twelve business days), which may include the remainder of the semester. The student's EMF card will be confiscated and all his/her future reservations will be canceled. The Review Committee will determine the exact duration of the delinquency after examining the student's violation history and professional conduct.

### **Student Behavior and Conduct:**

The EMF Media Labs do not tolerate any abusive behavior or harassment to the Media Lab Staff or other students. This includes, but is not limited to, physical or verbal threats, sexual or general harassment, unwanted physical contact of any kind or any behavior that makes a staff and students feel unsafe. Students that violate this policy will be reported to the Office of Student Conduct and/or Title IX depending on the violation. Students will also lose ALL access to the Media Labs.

### **Important Information:**

#### **Filming on campus:**

With the exception of the TV Studio, the EMF Department does not grant access to classrooms and facilities for film/video shoots or casting calls. The University will reserve spaces in The Union and West Village. In order to reserve those spaces, the student must contact Events and Conference Services by using this form: [www.towson.edu/facilityreservations](http://www.towson.edu/facilityreservations)

The student must include the name and email for the instructor that teaches the course for which they are doing the project and the course title.

**Personal Property:**

The Media Lab is not responsible for the personal property of students. Students are not allowed to leave their belongings unattended in any of the ML facilities. ML staff are prohibited from accepting personal belongings from students and may not ensure their wellbeing for any duration of time.

**Civility code:**

The College of Fine Arts & Communication expects all students to exhibit and practice civil behaviors that exemplify:

- Respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations.
- Taking responsibility for one's choices and actions.
- Delivering correspondences (verbal, nonverbal, written or electronic) with respectful language.
- Accepting consequences for one's inappropriate choices and actions.

The use of offensive, threatening or abusive language, writing, or behavior is not tolerated and may lead to academic dismissal from the university. Students who do not comply with the college's civility code in the Media Labs will be given a violation and be subject to delinquency at the ML Supervisor's discretion.

Further information about civility conduct can be found in Appendix F of the University Catalog and the EMF website.

**Weapons Policy:**

To promote a safe and secure campus, Towson University prohibits the possession or control of any weapon while on University property. The term weapon includes any potentially dangerous object or substance or replica thereof. The full policy can be found at this link:

<http://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf>

**List Serve:**

All EMF students are required to join the EMF Google Group List Serve at

<http://groups.google.com/group/TowsonEMF> (Copy and paste this URL into your Web Browser).

This will guarantee that you receive daily postings regarding digital media, video, film, and audio production topics including festivals, special screening, guest speakers, film/video crew needs, internships, and jobs.

Use this email address (TowsonEMF@googlegroups.com) to post your own messages to the group. The main page will also archive all posts. Instructions:

1. Create a user account and password, and be sure to use the email to which you prefer receiving mail. (You only need to sign up once and you'll continue to receive EMF Google group emails.)

2. Select one of the three Email options for reading the group messages:
  - a. Abridged Email (No more than 1 email per day) --Summary of new activity each day.
  - b. Digest Email (About 1 email per day) --Up to 25 full new messages bundled into a single email.

Email (About 1 email per day) --Best way not to miss important info as you get every message sent as it arrives.

### **Notifications :**

Announcements and notifications of changes in policy or business hours will be made on the doors, bulletin boards in the Media Center, and online at [www.towson.edu/emf](http://www.towson.edu/emf). Students should make an effort to read these signs and online notices to keep themselves updated especially when nearing a semester/holiday break as checkout procedures and hours of operation are likely to change.

### **Applying to the Major**

To be considered for admission to the major, all students, as pre-EMF students, must attain a 3.00 GPA in the following three core courses:

EMF 120 Concept and Story

EMF 140 Introduction to Electronic Media and Film

EMF 221 Principles of Film and Media Production

Transfer students may complete the equivalent courses at their previous college or university, but they must attain the overall 3.00 GPA in the equivalent courses.

Students who have completed the required core courses with a 3.00 GPA must complete and submit a Declaration of Eligibility Form in the EMF office to become part of the student major pool.

Successful completion of the EMF core courses does not guarantee admission to the EMF major. Admission to the EMF major is competitive and is determined by the satisfactory completion of the core courses, the cumulative GPA, and the evaluation of a submitted creative essay.

Compose and attach on separate pages the essay (no more than 500 words or approximately two pages double spaced, printed with 12-point font). The EMF Admissions Committee will use your essay to determine your ability to organize your thoughts and express yourself clearly. The committee evaluates the essays for originality, clarity, personal insight and creativity. The essay will be used to make decisions in cases where the applicant's cumulative GPA is marginal. In such cases, it will be used to provide an additional means of evaluation for those who might not otherwise be admitted to the major.

The application, with creative essay attached, must be turned into the EMF office by the last day of classes each semester.

[For more information on how to apply to the major click here.](#)

## Title IX

Towson University does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and the University.

The title IX office can be contact at 410-704-0203 or [titleix@towson.edu](mailto:titleix@towson.edu)

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[1] Students who return equipment that is malfunctioning or damaged must submit a written statement describing the conditions in which the problem occurred. If proved that that student used the equipment properly, the student will not be held responsible for the normal wear and tear of the equipment as long as the issue is brought to the ML's attention.

[2] If a student is enrolled in one production course they are allowed to use the labs for a total of 12 hours per week. If the student is enrolled in two production courses they are allowed to use the labs for a total of 24 hours per week.