



Electronic Media and Film
Production Labs

Creative Hub for Audio, Media and Digital Cinema
Production.

Policy Handbook

Media Center Room 007

410-704-2592

Website - towson.edu/emf

Online Booking - towson.siso.co/emf

WELCOME!!

The EMF Production Labs are the creative and production hub of the EMF Department. Providing production and post production tools, creative spaces, safety information and community for the EMF Department. Located in the Media Center, the Production Labs house editing labs, audio studios, TV studio, classrooms, creative spaces and our equipment room (The Cage).

All Towson University EMF Students who use the Production Labs agree to the standard procedure stipulated in this policy. Any refusal to follow policy will result in loss of access to the Production Labs. For courses requiring groups to be responsible for equipment or facilities, the group as a whole will be considered “the user” within this document. All group members are equally responsible and liable for all policy, equipment and facilities. EMF Production Labs can make, change or cancel any reservation. EMF Production Lab Policy is fluid and can change throughout the semester without notice. We recommend checking regularly to stay up to date.

Hours:

EMF Production Lab hours can be found on our online resource booking system towson.siso.co/emf. Hours are subject to change without notice.

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EMF Production Lab Spaces:

Audio - Television - Post - Creative

The EMF Production Labs house several spaces for all aspects of audio and video production. Editing labs, TV studio, audio suites, recording studios and creative spaces for group meetings are all available to our students. These facilities are only available to EMF students, but access is limited to course enrollment.

EMF Production Lab Facility Requirements:

EMF Production Labs reserve the right to refuse access to any user. No food or drink is allowed in any facility. All facilities must be cleaned up prior to the end of the booking. All interactions with Production lab staff must be professional and courteous. Any rude or aggressive behavior will not be tolerated. Any behavior or action deemed inappropriate will result in the banning of the user's account. The EMF Production Spaces are shared spaces. Be respectful and courteous to other users, faculty, staff and adjacent offices.

All users are inactive at the start of the semester. Users are put into courses based on their enrollment, and equipment access is based on what courses users are currently taking. Users must activate their account in person at the EMF Production Center in Media Center Room 107 during business hours. Staff will verify user information, course enrollment and EMF ID. Users will be given a new semester sticker, and their account will be made active. For more information on the EMF ID, see the policy section on EMF ID's below.

EMF ID

All users must obtain an EMF ID in order to use equipment and any EMF Facility. Students must present their valid EMF ID Card each time they check out equipment or use EMF facilities. No other ID will be accepted. There are not exceptions to this policy. Yes, the staff may know who you are, but you are still required to have your EMF ID to use any EMF Production Labs services. Do not leave IDs at the Production Labs, so that it always with the labs. IDs left at the Production Labs for longer than 5 days will be destroyed and will have to be replaced at the owner's expense. Replacement IDs are \$15.00.

EMF IDs are obtained by taking and passing a policy test with a 70% or better. To take the test users must join the EMF Production Labs organization in Blackboard. This can be done by searching for "EMF Production Labs" in Blackboard. The EMF Production Lab Policy and the policy test are located in the content section. Once the test has been completed, users must check with the Production Center in Media Center Room 007 to have an EMF ID made. Staff will verify the score, and if it passes, will verify account information, courses and print an ID. Users must have their OneCard in order to have an ID printed.

The Blackboard EMF Production Lab Organization will also hold tutorial videos and practical tests used for specific courses. It is recommended that all students join, and check periodically for helpful information.

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 Production Lab agreement after course enrollment verification. A semester sticker will be applied to the ID to show the student's validation. Students with EMF ID's will receive their sticker when they update/verify course information and cellphone number at the labs. Students must have current contact information on file with the Production Labs, all EMF Production Lab access will be banned until an up to date number is provided.

Should violations of policy occur, students are required to surrender their EMF ID upon request by any EMF Production Lab Staff. Students may pick-up their IDs from the EMF Production Labs at the conclusion of their delinquency. Any refusal to forfeit EMF ID will result in full loss of EMF Production Lab Access.

All users are inactive at the start of the semester. Users will not be able to use the Siso system until they have been activated. Users will be activated when they get their semester sticker. No user will be made active without an EMF ID in person.

Hard Drives -

All students using EMF Production Lab facilities must use an approved, student provided drive to store their files on at all times. Saving or writing files to the department's computers is not acceptable.

Approved drives must 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 at 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. Computers are wiped every 3 days. Using a slower drive can result in file loss and system errors while working. We will not provide technical support for unapproved drives. It's recommended that students have a second drive for backing up.

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 when researching headphones:

- - 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.

Siso - Online Resource Booking System

EMF uses an online resource booking system named Siso. Reservations by coming in person to the Production Labs or the user can make reservations on any computer by going to towson.siso.co/emf. If the “EMF” is left off the address, then users will be sent to the Student Computing Service(SCS) Store Front and will be reserving SCS resources, not EMF resources. At the login page there are several links to helpful resources including live Audio Studio usage page that displays the reservations for that day in all of our audio spaces. For more information on how Siso works, log into the EMF storefront and click the circular, blue light bulb icon.

SISO FAQ

1. Rooms and Equipment are based on course enrollment. Any EMF Student can log into the store, but you will only see equipment your courses have access to.
2. Equipment is referred to as “stock” and labs and studios are referred to as “rooms”. This is set on the "Booking Page" when you set your hours.
3. The store clock is based on a 9-hour day, so any reservations for longer than 18 hours will receive an error. 18 hours translates to 2 nights with the exception of Thursdays and Fridays.
4. **Equipment can be reserved from Monday-Wednesday, Tuesday-Thursday, Wednesday-Friday, Thursday-Monday and Friday-Monday.**
5. We are open on Saturdays for facilities only.
6. All equipment can be picked up starting at 1:00pm. Users can collect equipment up to 1 hour before closing, or it will be cancelled. Equipment can be picked up earlier if it is available, but do not assume it will be.
7. All equipment is due back between 10am-12pm the day it is scheduled to be returned. You can return before your scheduled time if we are open.
8. You must pick up room reservations within 15 minutes of your start time. After 15 minutes your reservation will be cancelled. You can adjust your reservation before you're late from your Siso Account.
9. **Any issues with Siso must be dealt with in person at the Production Labs location in Media Center Room 007.** We do not make or amend reservations over the phone or email. Do not call or email.
10. The log in page is full of helpful information. It contains our hours, contact info, links to the EMF Policy, terms and conditions and live calendars for the Audio Studios and Whisper Rooms.
11. The log-in page is where we will update hours and give notices.

Software:

The EMF Production 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 from a personal computer with someone using a university computer, the file may not open on the university computer.”

EMF Facility Policy:

Audio - TV - Post - Creative.

The EMF Production Labs have a diverse array of studios, labs and creative spaces available to users. Labs and policies will change throughout the semester without notice. Facilities hours and access can change throughout the semester. Any affected users will be contacted about any changes.

Production Lab times are limited to 6 hours at a time and 12 hours per week, per course, but this only enforced when facilities are busy. Siso will limit hours when making reservations, but the EMF Staff can extend any reservation if they are available. EMF Production Staff reserve the right to book, cancel, amend or deny reservations for any EMF Production Facility for any reason deemed necessary without notifying the user.

There is no food or beverages allowed in any EMF Production Space. Water in a sealable container is the only exception to this policy. Violators will be asked to leave, and all reservations for that day will be cancelled. Multiple violations will result in being banned from the EMF Production Labs.

Users have 15 minutes from the start time to check in to their reservations. After 15 minutes the booking will be automatically cancelled, and other users will be able to reserve that booking time. Users can adjust their booking times prior to when they originally scheduled the start time. Once the booking has began, whether picked up or not, users will not be able to adjust their times. If the reservation is auto-cancelled, the booking will have to be rescheduled. Users cannot amend reservations over the phone. That can be done through the siso site or in person.

All reservations end 10 minutes before the scheduled time. If the reservation is from 10:00am-1:00pm, the user should be out of their facility reservation at 1:00pm, and not packing up.

***NOTE:** Studio spaces can be complicated and require training. Most training is done in class, but should also be done by the student prior to starting course projects. Learning how the studios, software and equipment work is on the user. Users should plan ahead to properly learn the spaces. The EMF Student Production Lab Staff are students and not professional support. They will do their best to help troubleshoot issues, but it is up to the user to be knowledgeable on all facilities and equipment. Please report all issues to the staff, and your instructors, so that we can make sure that all studios are in proper working order.

Studios must be left in proper order. All trash picked up, chairs put back, microphones put back to their proper slots, cables properly coiled and put back, and other equipment should be put back as well. Failure to do any part of this will result in a \$20.00 cleaning fee charged to the user's account, loss of access, and temporary account ban. The facilities should be treated in a professional manner. Non-professional behavior and treatment of spaces will not only impact your work, but other users work as well.

No personal property can be left in any EMF space. Users cannot leave any personal items at the cage for safe keeping, or for someone to pick up at a later time. The EMF Production Lab Staff are not responsible for any items left in any spaces.

EMF Facilities and Creative Spaces:

EMF Production Center MC007 - The EMF Production Center is the main point of contact for all EMF Production Lab needs. Often referred to as the

Equipment Cage, or simply The Cage, the Production Center houses equipment and is where users check in for any reservation. Please see Equipment Policy for more information. This is where users can find Production Lab staff if they have any questions or concerns.

MC008 Post Production Labs

MC008 Editing Labs - The MC008 Editing Labs are available for a variety of post production users. There are 19 iMac computers available in this space. Each computer has a single chair, so larger groups of users can be intrusive. Please try to limit the amount of users at each computer. However, we will do our best to accommodate all group sizes. Each computer has Adobe Creative Cloud, ProTools, DaVinci Resolve. A select number of computers have Izotope plug ins. There are no assigned seats, and users can sit at any open station.

Users must use headphones while working. Users not using headphones will be asked to leave. Each computer has an audio amplifier to accommodate multiple headphones at once. These amps will typically have both ¼” and ⅛” inputs. If no ⅛” inputs are available and one is needed, see the cage for an adapter. Do not unplug the cable from the computer to the amp. The constant unplugging on the computer can break the port on the computer. Always use the amp to plug in headphones. Always, always use headphones. The EMF Production Center does not provide headphones.

Be sure to log off when does using computer. Staying logged in can put personal information at risk.

MC008 Advanced Labs - The MC008 Advanced Labs provide users with a variety of animation, visual effects, and color correction tools. These stations must be reserved by number. They are not first come first like the editing labs. There is a separate light switch near the emergency exit. Do not prop this door open. If it found open, all current users will be asked to leave. There is a curtain that can be closed to help control light.

There are tables available to users wishing to use this area as creative space. Please be respectful to all users in this space.

Stations 21-24 have wacom tablets and copy stand set ups. Users wishing to use the wacom tablet can checkout a pen from the cage. Users using the copy stand set ups must clean up any mess made while animating. Each copy stand has a Canon t7i and DragonFrame controller. These components should be removed or unplugged. Please see the Production Lab Staff if you have questions.

Station 25 and 26 are set up for color correction and UHD editing. These stations have more ram, upgraded graphics cards and display monitors. Each station has a control surface for DaVinci Resolve. Do not touch the monitor screens. Users should be trained on how to properly set up these stations. They are not “plug n’ play” like many of the other computers. Due to the high end nature of these two stations, student staff help will be limited. Users displaying a lack of understanding will be asked to use the General Editing Labs.

MC008 Mixing and Post Studio - The Mixing and Post Studio is a mix use audio space located in MC008. The Studio is designed for surround and stereo audio mixing, but can be used for sound design, rough cut meetings and post meetings as well. Rough Cut and Post meetings must have an EMF faculty or staff member present. This studio has Pro Tools HD, a CI24 console and surround speakers.

Production Lab Audio Studios MC006 & MC001

MC006 Recording Studio and Classroom - A multi-use space that serves as a classroom and a studio for recording and mixing. MC006 runs PTHD an evolving list of plug ins such as Waves and Izotope RX Suite. There is a variety of studio quality microphones available to qualified users as well. At the heart of the studio is an Audient AWS124 mixing board. Due to the

advanced nature of the equipment in MC006 practical testing or certification may be required before access is granted.

MC001 Studio - Audio studio located in our audio spaces. MC001 Studio provides a space for recording and mixing. The studio has a 10x10 whisper room for drums and other excessively loud instruments, so there is no disturbing other studio users and surrounding offices. A cart with studio quality microphones and headphones is located in the closet. MC001 Studio runs PTHD and has an SSL.

Whisper Rooms - These sound isolating booths provide students with an acoustically treated space for simple recording setups and mixing. There are 4 whisper rooms altogether that each of Pro Tools, Waves Plugins, Audient ID4. There are 4 rooms. Whisper Rooms 1 and 3 are set up for 3-4 users and Whisper Rooms 2 and 4 are set up for 2 to 3 users.

Foley Studio - The Foley Studio is a studio designed for all of your audio for video needs. ADR, voice over and sound creation, this studio can help will all aspects of audio creation, and post audio for video.

Audio Policy

Users are responsible for all equipment, furniture and technology in the studio during their use. Any damaged or missing equipment, furniture or technology will be the responsibility of the user. Extreme cases will be

reported to TU Police. The user should take 15 minutes at the beginning of their reservation to check through the room. By using the studio, the user is accepting that it is in proper working condition and all components are present.

Users recording drums, guitars and other loud audio can only be do so on Friday evenings and weekends. The Media Center is a shared space and any disruption to classes, offices, staff or other students will not be tolerated. If we receive a complaint, the user will be asked to discontinue the cause of the complaint. If the noise is not stopped, the user will be asked to leave, and their account will be banned for a minimum of 2 days.

All reservations must conclude 30 minutes before the Production Lab closing. All studios should be clean, microphones and other equipment should be put away and users should be out of their reserved studio 15 minutes before closing, so Production Lab Staff can close. Users who are still at their studio at the time of closing, will be banned for a minimum of 2 days. Users who stay past closing, argue and give any attitude will be banned for longer depending on the severity of the infraction.

MC001 Studio and MC006 Studio have microphone carts available to qualified users. These carts are a separate checkout from the Studio, but can only be used with the studio reservation. Microphones, cables and stands cannot be used between rooms. Users who move any equipment or furniture between any EMF facilities will have their EMF account banned for a minimum of 2 days. The microphone carts must be gone over with an EMF Production Lab Staff member prior to use, and then again at the end of the reservation. Any missing microphones or cables will be the responsibility of the user. It is up to the user to check all microphones at the time of sign out.

MC001 Door must remain shut and locked at all times. Propping the door, or rigging it to stay open is strictly prohibited. If the door is propped or rigged open, ALL current users will be asked to leave the studios for the remainder of the day. Any students caught propping or rigging the door open, will result in a minimum 5 day ban.

Each studio has a set number of chairs. There are folding chairs located near the emergency exit if needed in MC001. Do not remove chairs

from any studios. If you use an extra folding chair, please put it back when you are done. Moving chairs(non folding) between studios will result in immediate removal from the studios, and a two day ban.

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.

TV Studio MC102

TV Studio - TV Studio provides a space for four distinct uses: classroom, TV Studio, green screen and production space. Each use requires different approval and permissions. The classroom is available only to faculty and department use. TV Studio is uses a Tricaster ND1 with full lighting grid. To use the TV Studio students must pass a practical exam to gain access. The green screen is available to students taking VFX 1 & 2. Non control/greenscreen access can be requested, but users must prove the need is required, and may have to have staff(at an extra cost to the user) or a faculty member present. All requests must be made at least 72 hours prior to the date needed.

TV Studio Policy

Users are responsible for all equipment, furniture and expendables in the studio during their use. Any damaged or missing equipment, furniture or expendables will be the responsibility of the user. Extreme cases will be reported to TU Police. The user should take 15 minutes at the beginning of their reservation to check through the room. By using the studio, the user is

accepting that it is in proper working condition and all components are present.

TV Studio users must undergo basic TV Studio training before the TV Studio can be reserved at all. This training will vary depending on what the use is. Training may require outside teachers, so all reservations must be made with as much notice as possible.

The TV Studio is available to students in approved courses pending Production Lab approval. The TV Studio can be used to complete productions requiring the green screen, TV Studio operation and approved casting events. All requests must be made through the Production Lab Supervisor. Requests must have a faculty sponsor, and may require a faculty member to be present during production, or an approved staff for \$15.00 an hour. If staff clearance is given, the fee must be paid upfront.

The studio is not available for student screenings or events. It cannot be booked through 25live.

All TV Studio Reservations must conclude 30 minutes prior to closing.

The TV Studio may be available to students for approved productions outside of regular Production Lab hours.

Outside access must be approved by the Production Lab Supervisor and the instructor prior to submitting the request.

1. Productions must submit a list of all cast and crew that will be present. Any non TU students on set will have to sign a liability form prior to the requested date(s).
2. Productions must either find a faculty representative to be present for the entirety of the studio use, or request a qualified staff member.
3. Qualified staff members are \$15.00 an hour, and are not guaranteed to be available. Payment for the staff member must be made by cash or check, and must be made to the EMF Department 48 hours prior to your usage.
4. The staff is there only to monitor the space. They are not extra crew or support.

5. All forms and requests must be submitted at least two weeks before your requested date. Any requests made less than two weeks before your requested date, will not be accepted.
6. At least one member of the production must be ladder certified. Training requests must be placed at least 10 days prior to the requested date.

Collaboration and Meeting Spaces.

Bill Horne - Bill Horne Library is a multi use meeting space. The Bill Horne Library can be reserved for meetings, table reads and small casting sessions. Outside of a camera for casting sessions, recording of any kind is strictly prohibited in the Bill Horne Library.

Creative and Meeting Spaces:

Bill Horne, MC008 Lobby and the back area of MC008(see staff for location) can be used for group meetings, table reads and more. Users must include reason for use when booking or signing into these spaces. All guest names must be left with the Production Labs at sign in. Users of these spaces must adhere to all EMF Space Policy. No Exceptions. Any violations will result in loss of access to all Creative and Meeting Spaces. Guests can also be banned in addition to the user who signed out the space. Do not move chairs or other furniture in or out of spaces. Any users that do move any furniture will lose access to all creative and meeting spaces, receive a \$20.00 cleaning fee and face possible loss of access to EMF Production Labs. Users leaving any mess will be charged a \$20.00 cleaning fee. The Bill Horne and Area51 must be reserved through EMF. The Lobby is available to first come first serve. Please note that the Lobby is a public space, and loud or disruptive behavior and the user(s) will be asked to leave. Food and beverage is permitted in the Lobby.

Facilities Procedure:

Checking in - Users must check in for their reservation by going to the Production Labs (MC 007) and producing the EMF Card for the Production Labs Staff. Users who fail to check in for their reservations at the Production Labs 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.

Users working in groups must all have validated EMF IDs to be allowed access to the Production Labs, and ALL users 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. Non TU affiliated users may be required to sign a waiver. This must be done at least 48 hours prior to studio usage. Non affiliated users that have not signed a waiver, will not be granted access. Waivers are required for any non TU affiliated person that is doing more than standing or sitting in a facility. Performers using or operating any equipment must sign a waiver. Please see the Non TU affiliated users section of this policy for more information.

Do not remove chairs, mics or cables from other studios, classrooms or whisper rooms. Doing so will result in immediate dismissal and a minimum 2 day ban. Folding chairs for the Audio Labs in MC001 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, 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.

When finished everything should be put back properly. Below is a quick reference for each space. Each space is not limited to the items in these lists, and any other issues concerns may result in loss of access.

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.

Advanced 008 Labs:

- Keep all copy stand cables and components organized.
- Plug in anything that was unplugged
- Clean up all materials used.
- Turn off all components.
- NO FOOD OR DRINKS

Creative Spaces:

- Chairs put back properly.
- Turn off any equipment.
- Log out of computers.
- Clean all trash.
- Clean any surfaces.
- Bill Horne and MC008 can have food. Clean up any food and beverage trash.

EMF Production Space Resources:

How to format a Hard Drive:

There is no reason to install the proprietary software that comes with some Hard Drives. Erasing/Formatting can be done on a Mac using Disk Utilities.

1. Connect the drive to the computer.
2. Launch Disk Utility. Located in Applications under Utilities. It can also be searched for using the search icon in the upper right corner 
3. Locate the drive from the left hand side of Disk Utility and click on it.
4. Click the “erase” tab at the top.
5. Next “Format:” use the drop down menu to select “Mac OS Extended Journaled.”
6. Name your drive. This can be done later as well.
7. Click the “Erase” button, and confirm.
8. Drive is now formatted.

Filming and Recording on TU

Non Towson University Affiliated Cast, Crew and Performers -

Non Towson University affiliated cast or crew must sign a liability waiver prior to coming on campus for any production. If you do not have your cast or crew sign this waiver, you, the student, will be responsible for any accident, injury, distress or concern that the cast or crew may have. TU and EMF are not responsible for non-affiliated persons. The liability waivers can be obtained from your instructor. These waivers are only necessary if you are filming or recording on campus. Students who do not obtain waivers from their non-TU cast, crew or performers will lose all access to EMF facilities.

Filming in EMF Spaces -

Filming and recording in EMF classrooms is strictly prohibited. The Bill Horne Library can be used for recording table reads or casting only. Filming in Media Center hallways and public areas is also prohibited. If you wish to film in any public space, you must go through Event and Conference Services (see below). There is absolutely no filming or recording of any kind in MC007(Cage), MC008(edit labs), and no filming in MC001 or MC006. The TV Studio is available, but there are strict requirements. Please see TV Studio Policy for more information. The EMF department does not provide parking permits, nor does it pay for tickets that the user or any crew or cast may receive if parked illegally on or off campus.

Filming on campus -

Depending on the space users are looking to film, there are different levels of approval that must be granted before filming can be done. EMF Students are ambassadors of the department, and your actions and behavior are reflected on the department. Students who are reported back to the

department for not following policy or filming without approval will have their EMF accounts banned for a minimum of 5 days. Depending on the severity of the infraction, and what the reporting department wishes, more disciplinary action may be taken by the University. Please note that no one is required to grant you access. Filming without approval in certain areas, not just TU, can result in legal ramifications.

Classrooms -

All requests for classrooms must go through Events and Conference Services. No exceptions. All requests are subject to approval by the department that controls access to those spaces. Do not contact building coordinators unless asked to do so.

Public Areas Interior -

Access to the interior of public spaces varies by building. However, you are required to get permission. It is recommended you start by finding out who the building coordinator is, and then reaching out to Campus Police.

Public Areas Exterior -

Outside public areas require permission just like any other space on campus. Some spaces, such as Freedom Square, have special reservation processes. Users who wish to film outside on campus must do their due diligence to secure all proper permission.

Center for the Arts -

To film in public areas within the Center for the Arts, you must contact cofacevents@towson.edu and fill out a public works form. This is required. Contacting any faculty or staff in the CFA will delay or cancel your request. There are also theatrical venues in the CFA that can be reserved for an extra cost. To request one of these spaces contact cofacevents@towson.edu

Secured Areas -

Students who wish to film in public or secured public spaces (such as bathrooms), must plan with facilities, building coordinators and TU Police. We discourage filming in any public bathroom or locker room.

Events and conference services:

<https://www.towson.edu/campus/planningevents/reservations/>

TU Police Non-Emergency: 410-704-2134

Production Equipment Policy -

Audio, Camera, Lights, Grip and more

The EMF Production Labs have a wide variety of professional equipment available to EMF student in production classes.

All equipment access is based on course enrollment. To see what equipment is available, log in to the EMF Siso store to see available equipment. Access to equipment outside of enrolled courses is not granted. 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. EMF Production Labs reserve the right to make, cancel, amend or deny any reservations or requests for any equipment or facility.

Booking:

Reservations can be made in person at the EMF Production Labs (Media Center Rm007), or by going to 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. EMF Production Labs reserve the right yo cancel or amend any booking for any reason. All bookings are subject to verification at time of pickup.

The Production Labs reserve the right to make reservations 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 Production Labs 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 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 the instructor prior to the date of pick up.

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 or changes to reservations may be made over the phone. Any reservations or changes to reservations must be made in person or through towson.siso.co.emf**

Equipment Collection

It is the responsibility of the user to ensure the equipment is in proper working order, and no part of any of the kit(s) is missing. If the user returns any equipment broken, missing items or late, the user will be financially responsible. In extreme cases, users may be banned for a period of time, or for good.

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

Maximum checkout times are: Monday-Wednesday, Tuesday-Thursday, Wednesday-Friday, Thursday-Monday, Friday-Monday.

Students may pick up their reserved equipment at the equipment cage (MC 007) starting at 1pm. Students have 6 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 Production Lab access. A late return is anytime after the selected return time.

If the equipment that a user booked is available before 1:00pm on the collection day, the EMF production center may checkout equipment early. If the labs are busy with check ins or other duties, users will have to wait. Collecting equipment early is at the discretion of EMF Production staff. The Lab Supervisor can deny early collection for any booking without reason.

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).

Users 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.

*****Users must set up and test all equipment prior to signing for the equipment. It is the responsibility of the user to make sure all equipment is working and all parts are present.*****

If equipment is returned broken, or missing any piece, the user will be held financially responsible. This is taken very seriously, and the Production Labs will not remove any fines for broken or missing equipment. "It was like that when I checked it out", "It wasn't there when I checked it out" are not valid reasons. Any broken or missing parts must be noted by the Production Lab Staff on your agreement form. Broken or missing parts will be evaluated by staff to determine if it can be replaced immediately, or if can go out as is, but will be noted on the agreement form. If it is not noted on the agreement form, it is the responsibility of the user.

No equipment can be removed from the Production Labs prior to signing. Users that being loading equipment before signing, will be banned, and have that checkout terminated.

Terms and Conditions:

Terms and condition are fluid and can change throughout the semester without notice. It is up to the user to read the Terms and Conditions each time before signing. By accepting any EMF equipment or using any EMF facility, the user agrees to follow all Terms and Conditions.

By using any EMF Production Lab equipment or facility you, the user, agree to the following terms and conditions. The user also agree to follow Production Lab Policy laid out in the EMF Production Lab Policy and Handbook. The Terms and Conditions can change as deemed necessary.

1. The user agrees to follow all EMF Production Lab policy listed here and the EMF Production Lab Policy available at towson.edu/emf. 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 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 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 Production 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 Production Lab Access.
11. Users agree to treat all Production 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 Production Lab Facilities for the remainder of the semester, and will be reported to the Office of Student Conduct.

12. You agree to advise the Production Lab immediately(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.

Batteries and Expendables

Batteries are charged, but not guaranteed. Please plan accordingly. The Productions Labs do not supply or sell disposable batteries. Disposable batteries are the responsibility of the user.

Lenses are not cleaned by the Production Labs on a regular basis. Users should take the time to clean the lens before each use, and as frequently as necessary throughout the use of the lens.

Expendables such as clothespins(C-47s) and gels can be obtained at the time of checkout for free. Users requiring a large amount of gels or C-47s will have to provide their own. The Production Labs will only supply enough for the lights on the reservations. If users severely cut or damage a large amount of gels, they will be charged for replacement.

The Production Center does not guarantee any type of gel will be available at the time of checkout. If a specific color or type is needed, please see the Lab Supervisor at least 2 weeks prior to need. Some specific colors and types of gels can take up to 14 days to arrive.

Missed Equipment Reservations -

Users that book equipment and do not pick up will be penalized. After the first missed equipment reservation, the user will be banned for 1 business day, after the second missed reservation, the user will be banned for 2 business days, and so on until 5 reservations are missed. After the 5th

missed reservation, the user will be banned for the duration of the semester, or will be required to collect all gear Ad Hoc. Meaning the user cannot book in advanced, but only pick up what is available at the time of need.

The solution to avoid this, is to cancel any reservation using your Siso Account when you realize you cannot make your booking.

Repossession:

There is a \$10 fee for repossession of equipment left unattended. This includes equipment left directly outside Media Center 007, or unattended in any EMF facility.

Equipment Returns:

When equipment is returned to the equipment cage(MC007) a Production Lab Staff must check it in. Users 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 user 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. Reporting of broken/missing items does mean the user will not be held responsible. Non-reported issues will not be looked into, and users will face all penalties.

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 PL 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.

Group Projects

This policy is specifically for the courses listed, or if the instructor adopts it. It is not standard procedure.

For group projects in EMF367 and EMF473 (other courses 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 Production Labs 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. However, during non-production times, the user storing the equipment will be responsible. Group members should email their Producer or AD with what equipment will be stored where, so there is a record of where everything is. If any damage or theft should happen while in “storage”, then the user that was storing said equipment will be responsible. Groups that do not all sign and/or are not all present will not be allowed to checkout. Groups that are 30 minutes late will have their reservations rescheduled.

Parking:

Parking near the Media Center and Production Labs is extremely limited. The EMF Department is not responsible for any tickets, fines or towing that may occur while picking up equipment, returning equipment or any other business 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 a user may wish to do with the EMF Production Labs. Plan ahead. Equipment check in/check outs can take between 10-60+ minutes to complete. Plan accordingly.

SAFETY FIRST

It is your responsibility to make sure sets, locations, crew and equipment is safe. Do not use drugs or alcohol while on set. Every location should be properly scouted, and all crew prepared prior to call time. Students operating unsafe sets will lose equipment access, and could be reported to the police or The Office of Student Conduct.

Reporting Safety Concerns.

Whether it is set safety, improper use of equipment, dangerous or ill-prepared locations, lack of first aide, food or water on set, the EMF Department needs to know. You can report safety concerns to your faculty member, Production Labs Supervisor, Production Lab Technician, Department Chair. Reports cannot be made anonymously, but they will be kept confidential.

Insurance - From Employee Safety Program

State Owned Property.

University-owned property and property in which the State has an insurable interest is covered for direct physical loss or damage by the State Insurance Trust Fund and commercial policies. Coverage is on a "Replacement Cost Basis" and applies to all buildings and contents, materials and supplies, and machinery and equipment. The coverage provides for losses caused by fire, explosion, windstorms, vandalism, flood, steam boiler and machinery breakdown and any other direct property losses. Property coverage exclusions apply. All losses should be reported as soon as possible (within 24 hours/next business day) to the Insurance Administrator. The Insurance Administrator will advise the State Treasurer's Office of the loss and will provide the affected department(s) with the proper procedures to follow and a listing of the required documentation to

submit for reimbursement. Necessary actions should be taken to mitigate damage; however, only emergency procurement of services/commodities can be obtained without prior approval of the Insurance Administrator.

Personal Property.

As a rule, personal property is not covered by the State unless the loss is considered to be caused by negligence on the part of the University. The State Treasurer's Office will investigate and determine each case on the merits of the claim. It is important to note that Towson University does not assume responsibility for personal or non-university owned property kept or stored in University facilities. Should damage or loss occur, payment for loss or replacement is the responsibility of the individual. Employees are encouraged to verify if their personal insurance covers any personal property brought on campus.

Theft.

The State of Maryland does not provide insurance coverage for theft. Adequate measures should be taken to properly secure all State property. Any instances of theft/loss should be reported to TUPD and Property Control.

Fees:

\$10.00 per item, per day for late equipment

\$20.00 Cleaning fee for any facility or equipment that must be cleaned.

\$15.00 Repossession fee for equipment left anywhere unattended.

\$15.00 per hour for certified TV Studio Attendant. Paid prior to use.

\$??? Replacement and repair can vary widely. Costs can range from \$5.00-\$35,000+.

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 Production Labs will be given a violation and be subject to delinquency at the Production Lab 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. 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