
MEDIA LAB USAGE GUIDELINES

PRIORITY OF ACCESS

The Media Lab is a locally managed learning space (LMLS) managed by the School of English, Journalism and European Languages. The space was established in 2007 as a teaching and learning hub for the Journalism, Media and Communications (JMC) discipline.

Priority of access is given to JMC classes, seminars and workshops, and in particular those classes, seminars and workshops that rely on the unique facilities provided by the lab. Other bookings may be made at the discretion of the JMC discipline coordinator.

In addition to these bookings access may be granted to current JMC students, on a case by case basis, where their assessment has a practical Media Lab related component.

STUDENT ACCESS

Access will be granted to current JMC students on a case by case basis. In all cases approval from the relevant unit or course coordinator must be sought prior to requesting activation of an access card via the School Administration office.

The standard access granted is Monday to Friday from 8am to 6pm. However, access cannot always be guaranteed at these times as teaching and other bookings will, from time to time, take priority. The duration of access will be dependent on the student's enrolment and the purpose of their access. These access rights may vary depending on the unit you are studying.

More information about access cards is available here:
http://www.utas.edu.au/ams/security/access_cards.htm

Students found to be illegally providing access to other people will have their own access suspended or terminated.

SECURITY

Entrance to the Media Lab is controlled by access card. This system is managed by the University of Tasmania's Security staff and all entrances and attempted entrances are logged.

In addition, the Media Lab is surveyed by 24-hour security cameras and an after-hours security patrol.

The safety and security of the Media Lab's facilities, as well as the safety and security of the people using the facilities is taken very seriously and any breaches will be subject to University and/or Police disciplinary action.

Security breaches should be reported to the Security office or Emergency Services immediately.

SECURITY - HOBART

- Urgent Matters - 03 6226 7600 (24 hours)
- Non-Urgent Matters - 03 6226 2046

If calling a UTAS number using an internal phone, please dial only the last FOUR digits of the phone number.

EMERGENCY SERVICES

- 000 (dial 0 first from a University phone to access an outside line)

If 000 is called, please contact Security as soon as possible so that they can arrange to meet and direct emergency services to the location.

Students are responsible for their own belongings at all times. More information about personal security on campus is available here:

http://www.utas.edu.au/ams/security/personal_security.htm

COMPUTERS & EQUIPMENT

The Media Lab computers and equipment are subject to separate usage guidelines that will be provided to staff and students as needed.

Malfunctioning or broken computers or equipment should be reported immediately to the Faculty IT Manager, Glen Barwick or the School Administration office.

GLEN BARWICK

- Telephone – 03 6226 2291 (8:45am – 5:00pm weekdays)
- Email – Glen.Barwick@utas.edu.au

SCHOOL OFFICE

- Telephone – 03 6226 2347 (8:45am – 5:00pm weekdays)
- Email – SEJEL.admin@utas.edu.au

SPECIAL PURPOSE SPACES

A number of special purpose spaces are contained with the Media Lab. They include:

- sound recording booths;
- television studios; and
- a control room.

These spaces are kept locked at all times and must be booked in advance. Forms to request access to these spaces are available from the School Office and website and need to be submitted to John Martinkus for approval. You will receive an email confirming whether your booking request has been approved. Keys will be issued via the School Administration office prior to confirmed bookings.

Please confirm your room booking before scheduling interviews, as these spaces may not always be available.

FOOD & DRINK

Due to the nature of its facilities food and drink are not permitted in the Media Lab. However, an exception may be granted by the unit, course or discipline coordinator.

NOTICEBOARDS

The noticeboards in the Media Lab are used by the school to display important notices and are not to be used for any other purpose without the permission of the JMC discipline coordinator.

The noticeboard in the corridor outside the Media Lab may be used by students to display event and other notices in keeping with the University's Poster and Banner Guidelines (http://www.utas.edu.au/ams/documents/policies/Poster_and_Banner_Policy.pdf).

REQUEST FOR MEDIA LAB ACCESS

STUDENT NAME: _____ STUDENT ID: _____

UNIT:

- HEJ337 ADVANCED BROADCAST JOURNALISM
- OTHER (PLEASE SPECIFY): HEJ_____

REASON FOR ACCESS: _____

DATE ACCESS TO END: OCTOBER 21 2011 (or until last assessment task is due)

ACCESS CARD NO.: _____

TERMS AND CONDITIONS OF ACCESS

- I have read and agree to abide by the Media Lab Usage Guidelines.
- I will not use the Media Lab's facilities for any purpose other than that for which my access is specifically approved.
- I will not illegally provide any other person with access to the Media Lab or its facilities.
- I will take all reasonable steps to ensure that the Media Lab and its equipment are kept secure, including ensuring all internal doors are locked after use and external doors are not propped open.
- I will vacate the Media Lab outside of the approved access times of Monday to Friday, 8am through 6pm, while a class is in progress, and at any other time I am requested to by a UTAS staff member.
- My access may be suspended or terminated if I do not observe these conditions in full.

SIGNED

DATE

ACCESS APPROVAL

NAME

SIGNED

DATE