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# MEDIA LAB USAGE GUIDELINES

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## PRIORITY OF ACCESS

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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.

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## STUDENT ACCESS

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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 Thursday and Friday from 9am to 5pm. 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.

The Media Lab teaching timetable can viewed online at:

[http://student.admin.utas.edu.au/coursesenrolment/timetable/old\\_timetable/Venue\\_Search.asp](http://student.admin.utas.edu.au/coursesenrolment/timetable/old_timetable/Venue_Search.asp) (Venue name = SB.Arts201.Lab)

More information about access cards is available here:

[http://www.utas.edu.au/ams/security/access\\_cards.htm](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

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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

### 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](http://www.utas.edu.au/ams/security/personal_security.htm)

## COMPUTERS & EQUIPMENT

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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](mailto:Glen.Barwick@utas.edu.au)

## **SCHOOL OFFICE**

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

## **SPECIAL PURPOSE SPACES**

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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. Keys will be issued via the School Administration office.

## **FOOD & DRINK**

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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**

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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](http://www.utas.edu.au/ams/documents/policies/Poster_and_Banner_Policy.pdf)).

## REQUEST FOR MEDIA LAB ACCESS

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STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

UNIT:

- HEJ203 – TELEVISION JOURNALISM
  
- OTHER (PLEASE SPECIFY): HEJ\_\_\_\_\_

REASON FOR ACCESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE ACCESS TO END: \_\_\_\_\_ 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 Thursday and Friday, 9am through 5pm 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

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### ACCESS APPROVAL

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\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE