

- The Student Media Lab is available only to recognized staff members of registered university media groups. The lab is reserved for Student Media production, official business and meetings only. Please do not do homework or coursework in this lab.
- Access to the Student Media Lab is by Swipe-card ID ONLY. All students must use their own ID to enter the lab, and are not permitted to let unauthorized personnel in. Items in the lab such as computers, furniture, chairs, etc should not be removed from the lab.
- The lab doors and windows must be securely closed at all times, except during specific situations that Media leaders have been advised of.
- Users, regardless of advice from others, or their own technical knowledge are not allowed to plug, unplug, move, remove, alter, or change any hardware (computer physical parts), cables, or other technological items except in a fire emergency.
- All use of this lab is regulated by the Student Code of Conduct as published by Radford University. Where there is a rule conflict, the rule most favorable to the working order of the lab will take precedence.
- The Student Media lab is climate controlled for optimal life and efficiency of our computers. This typically means individuals more sensitive to cooler temperatures will be uncomfortable. Please dress accordingly. Only the Assistant Director for Student Media, and the Lab technical and managerial staff may alter the climate settings.
- At times, the lab is reserved for production or workshop purposes. Please check the Lab Schedule at www.radford.edu/~stu-media/lab. At these times, the scheduled group has first priority in the lab. Media leaders reserve the right to empty the lab during these times or allow others to work at their discretion. Media leaders may schedule additional lab hours online.
- For licensing considerations and machine maintenance, please do not install any software or change any system settings. If there is a need for software, or a problem in the lab, please fill out the Work/Software Request at www.radford.edu/~stu-media/lab. The request will then be completed or compiled for the lab technician. Only the Assistant Director for Student Media, and the Student Media Lab Manager can contact the lab technician and authorize routine work.
- Make sure all disks are free of viruses before inserting them into a machine.
- Food and beverage are welcome in the lab. Please consume them at the tables provided, away from the computers, and please clean up after yourself. Cleaning supplies are located in the paper closet, and in the custodial closet across from Lounge A/B.
- Paper for the printers is located in the Paper & Software closet and can be accessed only by Student Media leaders. Printing to Barbie requires a University login and password. There is no charge for printing Media-related documents on Barbie. Personal and class related documents must be printed elsewhere. Initial violation will result in suspension of printing privileges.
- Please limit document printing to 5 copies. If more copies are needed, please use the photo copier located in Heth 204.

- The Student Media Laptop is located in the Server & Hardware closet. It is available for check out by Student Media leaders or approved staff members only. To check out the laptop, please contact the Lab Manager, Lab Technician during his Lab hours, or the Assistant Director for Student Media and complete the laptop sign out sheet taped to the back of the closet door. Please return the laptop to the correct closet at specified return time.
- Users must shut down all programs except for PAS Printing, and log off the server when they are finished with a computer.
- Users may NOT work directly off the server. Files must be dragged to the desktop, modified, and uploaded back onto the server. This is necessary to keep files from being corrupted and to keep the server up and available for use. In addition, please remove your files from the desktop and empty the trash before logging out.
- Please do not put any personal CD's or DVD's into the computers.
- The last person to leave the lab is responsible for locking the door and turning off the lights. The lab should also be clean and free of trash, papers, materials, and supplies.
- Heth Hall's policy states that you must have a buddy with you if you are in the building or lab outside of the buildings regular operating hours.
- Media leaders are responsible for informing their staff of these policies. Violation of these policies by a staff member will be reflected in that media leader's evaluation.
- This document will be posted in the lab and, along with other resources, can be found at www.radford.edu/~stu-media.

I have read and agree to adhere to the above policies. Any violation of these policies may result in my personal loss of lab privileges, as well as University sanctions.

Signed: _____ Date: _____

RU ID#: _____ RU Login: _____

Media Leaders Authorization: _____