MSPD Intermedia Studio Policies

BORROWING EQUIPMENT

1. Equipment is only available when classes are in session through the reservation system. All equipment MUST be returned by the last day of classes each semester.

2. A valid Iowa One student ID is required to pick up and return reservations.

3. You are responsible for the well-being of the equipment while it is checked out to you, you will be charged for the cost of equipment repair or replacement if it is damaged or lost because of abuse or neglect.

4. Equipment must be returned on time; Equipment loans are subject to a late fee of five dollars per item per day. Habitual late returns will result in loss of checkout privileges. It is your responsibility to be aware of the due dates of the equipment you check out. If you are unsure, you can ask the monitor at time of checkout.

5. It is your responsibility to check that the equipment is complete and in working order when you check it out. You will be charged for damaged or missing items not noted during checkout.

6. It is your responsibility to charge equipment and delete your work prior to returning. Please charge these devices and erase your files from the internal memory before you return them, as a simple courtesy to the next borrower. If the device is not charged at the time of return, and not able to be turned on, it will not be accepted at the checkout center.

7. You must report equipment problems, loss, or damage as soon as possible. Please email the lab specialist and describe, in as specific terms as possible, any problems that you have with the equipment. This must be done by the check in due date in at the absolute latest.

GENERAL AREAS

1. No spray adhesive is permitted in the studios. Please visit the VAB spray booths if needed.

2. At the end of each semester all work not picked up will be recycled. If you are graduating please be sure to save all of your digital files, folders will be deleted upon graduation.

3. The MSPD Special Projects Gallery VAB E150 is reserved in conjunction with E145 MSPD classes and to be used as a curriculum gallery. If installation needs require access outside of the class session; please contact your instructor to reserve the space. The instructor will then arrange room reservations with the studio specialist. A gallery policy and checklist will be provided. Only SAAH approved mounting tools and designated installation hardware are permitted in the space. Please contact studio specialist kimberly-maher@uiowa.edu for mounting hardware.

4. Exhibiting in VAB common areas requires approval from the Facilities & Safety Coordinator, Benjamin-Anzelc@UIowa.edu.

5. No food or beverages are permitted in the Sound Design Suite. Please be respectful of fellow classes and return the studio to the proper condition upon leaving. Sound Design studios are available by reservation outside of class time.