Digital CreativeStudio

POLICIES and PROCEDURES
- Fall 2019 -

STAFF and INFORMATION

The primary point-of-contact with DCS are our FDR's, or, Front Desk Representatives. They are there to help facilitate reservations as well as assist you with studio activities and software applications, whenever possible. They have been given the authority to manage the space in keeping with the policies of both SCS (Student Creative Services) and the Memorial Union.

FOOD and DRINK

▪ Unless sanctioned by DCS for scheduled events, food of any kind, contained or otherwise, is **not** allowed in the studio or common computing area. You will be asked that it remain in your backpack, disposed of, or be left at the front desk if so desired during your time in DCS.

▪ Clear liquids are allowed if in a sealed/closed container and must be on the floor, **not** on the desktop, but only at your workstation. Nothing is allowed in the studio.

▪ Failure to comply may result in your being asked to leave.

STUDIO

▪ Do **not** make adjustments to the camera, lighting, audio equipment, backdrops, or the position and/or contents of the kiosk without the assistance of staff.

▪ Space and capabilities are limited, so be aware that groups of people are difficult to accommodate. Please utilize the space and seating just outside within Sparky's Den if a number of people are asked to wait. Do not take up the seating out in the common computing area.

▪ Additional items such as; furniture, lighting, cameras, effects equipment, or anything requiring power must be approved (first), then implemented with the assistance of our staff.

▪ Teleprompter scripts should be prepared in advance to make better use of the limited time you may have. They can be in Word or simple text-based format and contained on a personal flash drive or SD Card which our staff will load onto the system and provide instruction for self-operation, or with the assistance of a friend, or staff.

COMMON AREA

▪ The entire venue of DCS is intended to be a work and/or creative space, much the same as other computing commons areas throughout the university, therefore requiring a reasonable level of quiet and the respect of others around you. All furnishings and seating are to remain within DCS.

▪ There are several spaces designated as an **Open Space** which can be used without reservation with your own laptop for productive purposes. Please do not use space within DCS for gaming or other activities, such as Netflix for example. That can be done anywhere else without occupying space that others can use.

▪ Please avoid congregating around a single workstation or Open Space, using several chairs dedicated for others. The center area can be used for group discussions, brainstorming, or event gatherings with supplied seating. The large monitor display which can be accessed thru wi-fi or HDMI and the marker walls can be used if needed. Please ask the FDR for assistance.

▪ There are other assets that can be checked out, if available, for use within DCS only during your stay. WACOM tablets, headphones, flash or external drives, etc. Ask the front desk for information.