

# ICAM Studio Usage Policies

*Revised 11/2019*

## SECURITY RULES AND REGULATIONS

- A. Studio access is limited to current students enrolled in Music 173, 174, 176, 198, 199, ICAM/Music 160, students who have completed 174, graduate students who have successfully completed training with the studio RA, and faculty/staff and their collaborators. Guest use of the ICAM studios must be cleared through the Studio Director, Tom Erbe. The Studio Director will review all requests for exceptions to studio access policies.
- B. Equipment housed in the ICAM studios is NEVER to leave the studio without prior approval of the Studio Director. There will be no exceptions to this rule. Any missing equipment will be immediately reported stolen to campus and local police. It is the responsibility of studio users to report any equipment security violations immediately to appropriate faculty/staff or grad. assistants. In the case that none of the above can be reached, it is the responsibility of the student to report missing equipment to campus and local police.
- C. Students responsible for violations of studio policy (especially those that endanger the security of the studio's holdings or other users' work or data) will be subject to suspension or cancellation of studio privileges.
- D. Key Card Access: Students with approved access may request key card access from the Facilities Manager through the Music Department website: <http://music.ucsd.edu/keys>
- E. Students must never leave the studio(s) unlocked when unattended. Doors should never be propped open.

## II. GENERAL STUDIO USE GUIDELINES

- A. Copying and distributing commercially sold software or documentation is illegal. Studio users must comply with the license agreements and copyright notices of each software package used and the fair use policies of UCSD IT Services.
- B. The purpose of the ICAM studios is to support recording, production, and electronic/computer music creation. These activities take priority in the ICAM studios. Those using the studios for other activities should give up their time if a user needs to use it for the intended purpose.
- C. It is the responsibility of the student to back up his or her own files. Back up your files on your own drive; store your working files in your own file folder on the hard disk in "My Name" folder. Please delete old files periodically, limiting the contents of your folder to 25 gigabytes. The studio managers will attempt to contact users before disks are reformatted or cleaned of old files, but after repeated attempts to contact users by email any old files are subject to deletion.

- D. The "ICAM File Share" is provided for temporary network storage and accessible from all studio and lab computers. Projects should be removed from the file share when the transfer is complete.
- E. Never delete anything from a hard disk except your own files.
- F. Do not change hard-wired studio connections or equipment placement.
- G. Do not leave instruments or personal property in the studio.
- H. Food and liquids are not allowed in any of the studios.
- I. Please respect the work, data and access needs of your colleagues. Please be willing to negotiate for studio times with your fellow users – you may need a favor too some day!

### **III. AFTER YOUR SESSION**

- A. Mute the monitors and turn down the monitor volume.
- B. Remove all patch-cords from the patch bay.
- C. Do not turn off equipment or computer.
- D. Return the mixer or control surface to the default patch.

### **IV. ACCESS**

Users who meet studio access qualifications (see I - A. above) must observe the following policy for studio access:

- A. All use of the ICAM studio is booked and logged via the online self-scheduler: <http://music.ucsd.edu/oss>. There is no drop-in access.
- B. Users may sign up for up to two 6-hour blocks of time. Those who sign up for more than this will have their reservations deleted without notice.
- C. Users may sign up for time up to 2 weeks in advance of use.
- D. If you need exception to these limits for special projects, contact the Studio Director.
- E. Departmental project support and maintenance and repair of the studio will take precedence, when necessary, over student projects.

Tom Erbe, Studio Director

Neal Bociek, Facilities Manager

Trevor Henthorn, Audio Computing Manager