

POLICY: Access and Use of Audio, Video, and One Button Studios

I. Policy Scope

- A. After-hours Faculty Center access for Audio and Video Studios
 - 1. Faculty Center 1705 Suite
 - 2. Video Studio 1705B
 - 3. Audio Studio 1705X
- B. One Button Studio 2500B

II. Definitions

- A. Library Spaces
 - 1. Faculty Center 1704/1705 Suite
 - 2. Video Studio 1705B: <https://lib.utah.edu/services/video-studio>
 - 3. Audio Studio 1705X: <https://lib.utah.edu/services/audio-studio>
 - 4. One Button Studio 2500B: <https://lib.utah.edu/services/one-button-studio>
- B. Reservations by type:
 - 1. “University Course”: Offered by a degree-granting program at the University of Utah which, when completed, will result in the awarding of credit hours verifiable through the Office of the Registrar
 - 2. “Library Class”: A training session taught or co-created by an employee of the Marriott Library for the purpose of learning library research and technology skills or to obtain information about library services and resources.
 - 3. “Student, Staff, or Faculty Individual Use”: For educational purposes and the legitimate business of the University of Utah.
- C. Groups by type:
 - 1. “University Department”: A University of Utah academic unit (including colleges, schools, departments, and free-standing divisions), administrative office of academic units, general university administration, Continuing Education, and any other service, agency, and function of the university (including an institute, center, program, council, and faculty).
 - 2. “Student Group”: An organization authorized by faculty, council, or the administrative head of a University Department in which University of Utah students are eligible for membership.
 - 3. “Sponsored Group”: An organization independent of the University of Utah whose use of Marriott Library space is overseen by a University Department or Student Group and is consistent with the mission of the University and Library.
 - 4. “University of Utah Student, Staff or Faculty”: A currently enrolled or employed student, staff or faculty member of the University of Utah.

5. “Public Visitor”: An individual not affiliated with the University of Utah as a student or employee but participating in a University of Utah or Library sponsored activity.

D. Hours

1. “After-Hours”: Any open library building hours beyond the Faculty Center’s business hours. Library Staff are not available for media consultation or technical help during after-hours reservations. Library Security can resolve general facility issues such as temperature problems, tripped breakers, and burned out building fixtures.

III. Audio Studio and Video Studio Policy

A. General Policies

1. The Creativity and Innovation Services Department approves University Departments, Student Groups, Sponsored Groups, or University of Utah Students, Staff, or Faculty to use the Audio and Video Studios in the Faculty Center after hours.
2. Faculty Center, Audio Studio, and Video Studio card access will be granted based on a completed door access form authorized by CrIS and submitted to Library Security for processing.
3. The studios may only be used for a University Course, Library Class, or for individual student, staff or faculty use.
4. The studios must be reserved in order to use the space.
5. Public visitors may use these studios only as participants in University of Utah or Library sponsored activities.
6. Be respectful of others and remember after-hours access to the studios is a privilege.
7. Any Studio user, including public visitors, must observe all [Marriott Library Patron Policies and Responsibilities](#).
8. Reservations for studio space are limited to the studios and do not include access or use to surrounding spaces in the Faculty Center.
9. Return all equipment back to its original storage place.
10. Video Studio setup and break down is required for all users. Cameras, lights, and all accompanying equipment need to be returned to their cases. All background equipment, including stands and muslins, need to be broken down and folded up.
11. Please dispose of wrappers and containers in the proper trash receptacles.
12. If you spill something, please notify a library employee immediately so that we can clean it up quickly.
13. If there is a conflict with your reservation or an issue with the space, contact Library Security at either library entrance desk.
14. Any patron, including public visitors, whose reservations or behaviors violate these policies, may be subject to review, their reservation(s) may be subject to cancellation, and their access to the studios removed.

B. Room Capacity:

1. Room capacities must be observed.

C. Access and Scheduling

1. Facility Management reserves the right to decline requests for access if no clear and appropriate purpose is determined.
2. Approved users must contact the scheduling CrIS scheduling list mllib-studios@lists.utah.edu who will input the reservations into the Marriott Library scheduler.
3. Reservations are limited to a maximum of four hours per day.
4. In the event that a reservation is not claimed by the reservation holder within 30 minutes of the beginning of the reservation, the reservation will be considered void.

D. Reservation Changes and Cancellations

1. Cancellations should be made by contacting mllib-studios@lists.utah.edu
2. Patrons with a reservation will be contacted by email or phone prior to any change or cancellation. In the event that correct information was not provided, the reservation may be changed or cancelled without notification.
3. Situations when a reservation may be changed or cancelled include but are not limited to:
 - a. Erroneous, duplicate reservations.
 - b. Recurring studio reservations not used consistently.

E. Fees

1. There is no charge for studio use by students, staff, and faculty of the University of Utah.

IV. One Button Studio Policy

A. General Policies

1. The Creativity and Innovation Services Department approves University Departments, Student Groups, Sponsored Groups, or University of Utah Students, Staff, or Faculty to use the One Button Studio (OBS) during regular Marriott Library hours, from opening until 30 minutes prior to closing.
2. The OBS must be reserved in order to use the space.
3. The OBS may only be used for media recording, in association with a University Course, Library Class, or individual student, staff or faculty use.
4. Public visitors may use the OBS only as participants in University of Utah or Library sponsored activities.
5. Any OBS user, including public visitors, must observe all [Marriott Library Patron Policies and Responsibilities](#).
6. OBS users may not reposition or unplug the video camera, microphone, LED studio lights, video monitor on pedestal, Mac computer, storage cabinet, acoustic panels, or their associated cables and peripherals.
7. OBS users may reposition the video monitor on wheels and three paper backdrops as needed for recording sessions. In addition, personal laptops may be connected to the video monitors.

8. All equipment must be returned to its original location before vacating the OBS.
9. The OBS door window must remain unobstructed at all times.
10. Dispose of waste in the proper recycling and trash receptacles.
11. If you spill something, notify a library employee immediately so that we can clean it up quickly.
12. If there is a conflict with your reservation, issue with the OBS space, or problem with OBS equipment, immediately contact the Knowledge Commons desk staff on Level 2, or at 801-581-6273. Further trouble-shooting and training information can be found at <https://lib.utah.edu/services/one-button-studio/>
13. Any patron, including public visitors, whose reservations or behaviors violate these policies may be subject to review, their reservation(s) may be subject to cancellation, and their access to the One Button Studio removed.

B. Room Capacity:

1. Occupancy is limited to 6 people.

C. Access and Scheduling

1. Facility Management reserves the right to decline requests for access if no clear and appropriate purpose is determined.
2. University Departments, Student Groups, Sponsored Groups, or University of Utah Students, Staff, or Faculty may use the Marriott Library Scheduling System to self-schedule this space.
3. Reservations are limited to a maximum of one hour per day.
4. Reservations may be made no more than 10 days in advance.
5. In the event that a reservation is not claimed by the reservation holder within 15 minutes of the beginning of the reservation, the reservation will be considered void.

D. Reservation Changes and Cancellations

1. Cancellations should be made by contacting mllib-scheduling@lists.utah.edu
2. Patrons with a reservation will be contacted by email or phone prior to any change or cancellation. In the event that correct user information was not provided, the reservation may be changed or cancelled without notification.
3. Situations when a reservation may be changed or cancelled include but are not limited to:
 - a. Erroneous or duplicate reservations.
 - b. Previous reservations not used consistently.

E. Fees

1. There is no charge for One Button Studio use by students, staff, and faculty of the University of Utah.

V. References

- A. [Marriott Library Patron Policies and Responsibilities](#)
- B. [University Policies](#)

- C. [Code of Student Rights and Responsibilities](#)
- D. [Classrooms and Study Room Policy](#)
- E. [Food and Drink Policy](#)

VI. Responsible

- A. Policy owner: Facilities Management, Library Security, Creativity and Innovation Services.
- B. Written by the After-Hours Faculty Center Access for Audio and Video Studios task force: Robert Nelson, Tony Sams, Ian Godfrey, Scott Bigler, Angela Jones, Denise Clark (CTLE), Paul Burrows (TLT)
- C. Amended by the One Button Studio task force: Greg Hatch, Tony Sams, Ian Godfrey, Richard Glaser, Matt Irsik, and Devin Donaldson.
- D. Policy approved by:
 - 1. Library Services Committee: April 27, 2017
 - 2. Executive Committee: May 22, 2017
 - 3. University General Counsel:

VII. History

- A. Revised: May 22, 2017 / Location - [StaffNet Policies and Forms Library](#)
- B. Earlier Versions: Policy Archive Folder

Note: Policies should be reviewed at minimum every three (3) years.