

# Dole Media Lab Rules and Regulations

Students are not allowed to consume food or drinks in the editing rooms

- **All cameras and editing computers must be reserved in advance**
  - Students who fail to reserve cameras and editing equipment will have to forfeit their reservations.
  - Only use the equipment you reserved. Let the lab assistant on duty know if someone else is using the equipment you reserved.

## Editing Rooms

- Students can reserve editing computers for a maximum of 2-hour blocks.
  - If a student wants to reserve a computer for more than two hours, he or she must leave a 2-hour gap between the two reservations
    - For example, a student can reserve an editing computer from 10:00 to noon, then reserve the same computer from 2:00 to 4:00 the same day.
- Make sure you follow the instructions (the yellow sheet titled “*Getting Started on your Final Cut Express Project*”) when you start a new editing project.
- If you need to come back later to finish an editing project, you must reserve the same computer. Video files are too large to transfer from one computer to another.

## Cameras

- Students can reserve video cameras for a maximum of 3 hours per day.
  - If a student needs a camera for more than three hours, he or she must get permission from the lab assistant on duty or Terry Bryant.
- Students should always check to make sure the camera is working properly before leaving the lab.
- J-301 students cannot take cameras overnight.
- Students should only request permission to check out a camera overnight for special circumstances
- All overnight camera requests must be approved by both the course instructor and Terry Bryant

## Miscellaneous

- Please think about your fellow classmates when reserving equipment. If you only need a computer for an hour... sign up for just one hour instead of two hours.
- Report any broken or malfunctioning equipment immediately to the lab assistant on duty.
- Please see Terry Bryant ([tbryant@ku.edu](mailto:tbryant@ku.edu) or 864-0611) if you have any questions or concerns regarding the Dole Media Lab.