



Northeastern University

University Libraries

Digital Media Commons: Audio and Video Recording Studios

User Agreement

1. Access to the Studios: Current students, faculty and staff may schedule the Studios for the creation of audio or video projects, consistent with NU Library access policies and subject to availability. Users may bring up to two guests at a time, unless previous arrangements have been made. Guests will be issued passes. IDs and passes must be shown to studio staff before gaining admittance to the Studios. <http://library.northeastern.edu/about/visitors>

Hours for staffed services will be posted on the Libraries' web site. After hours, card swipe access will be available to users who have been approved by Studio staff. Interior studio keys will be checked out from the Help and Information Desk.

2. The Studios may be used exclusively for lawful and non-commercial purposes by members of the Northeastern University community, in compliance with all Northeastern University policies, including but not limited to the University's Appropriate Use Policy, and other University policies listed below. This list is not exclusive:

[Appropriate Use Policy](#)
[Faculty Handbook and University Policy](#)
[Undergraduate Student Handbook](#)

Users must comply with any and all applicable state and federal laws, including copyright laws and restrictions. Users must warrant that any material they include in their recordings is either their own original work, free of copyright restrictions, or used with permission of the rightsholder. Users will not use the Studios to collect, upload, transmit, display, create or distribute anything which may violate the rights of others, including but not limited to any copyright, trademark, patent, trade secret, and/or privacy right.

Users agree to obtain copyright clearance for third party materials, if applicable. Users assume responsibility for any actions on their part, which may result in a claim against the University or any other party related to University resources which are used. If any third party prevails in a legal claim that use of any of the materials in the project a User creates in the Studios infringes its property rights, the University reserves the right to seek indemnification from Users. Users agree that they will hold Northeastern University, its trustees, corporators, officers, employees, agents, and students, harmless from such claim. Users understand that their failure to comply with these policies, laws and rules may result in referral for potential disciplinary action.

4. Food or beverages are not permitted in the recording studios.

5. Training: Due to the sophistication of the technology and skills needed to operate the software and equipment, first time users must do the following before using the Studios.

a. Schedule an orientation and training session(s) with DMC staff, which includes in introduction to relevant Studio technology and review of policies and procedures.

b. Inform staff of your skills so that they can recommend appropriate training.

6. Scheduling: All studio sessions must be reserved in advance and approved by Studio staff. Via [NUSSO](#), the University's online room booking system, users can schedule the Studios ***one reservation at a time up to two weeks in advance for up to three hours at a time*** for a maximum of ***two bookings per week***. A Studio staff member will confirm reservations and discuss additional support needs with requestors. Users are required to cancel reservations if they no longer need the requested space. If users do not arrive within 15 minutes of the start of their scheduled session, the Studios reserve the right to make the space available to others on a first-come first-served basis. Failure to cancel reservations in advance may result in loss of studio privileges.

7. Backing up your projects: You are required to bring your own portable drive to save and back-up your files. The Studio cleans its drives on a regular basis and is not responsible for maintaining your projects on its workstations.

8. Equipment

a. Studio equipment may not leave the premises.

b. Some peripheral equipment may first need to be checked out via the Libraries' circulation system. Only Studio staff have the authority to make the determination as to whether peripheral equipment must be checked out.

c. Studio staff will check the status of the studios before a user signs out.

d. The University will hold users responsible for any damaged or missing Library equipment.

9. Instruction:

a. Users may make appointments with Studio staff for individual or small group instruction.

b. Studio staff will coordinate and market workshops and help sessions throughout the year.

c. Sessions may be videorecorded and posted online by the University to promote the Studios. Each participant in the session first must sign a release form before videorecording may begin.

I have read and agree to the terms and conditions stated on this agreement.

Name:

Date: