

Media Arts Centre Rules

Facilities use

The availability of Facilities depends on the particular Media, Communication and Culture production unit in which you are enrolled. Please contact the Loans Office for more information.

“Facilities” include rooms, production spaces, editing suites, TV studios, radio studios and computer labs

Make a booking

- You book Facilities by completing the Booking Sheets located either on the doors or on notice boards next to the Facilities.
- Only bookings with a student number and telephone number are valid.
- Only book the time that you are permitted, as posted on the Booking Form or as notified by your lecturer/supervisor.

Respect other users’ bookings. If there are conflicts contact the Loans Room

Using the Facilities

- Prior notice must be given to security if you need to bring anyone into a production space out of business hours who is not a current staff member or student. *Contact security on extension 9360 6222 8am to 4:30pm Monday to Friday, and on 9360 6262 after hours.*
- Do not eat or drink in the Production Spaces.
- **Keep the security doors closed.** Do not prop open any security doors. The last person using the Facility where a door has been left open will be responsible for any loss or damage of equipment that may result.
- The settings on the machines must be maintained. Do not change any of the settings on the machines unless you are authorised to do so.
- All equipment is to remain in the Production Spaces, plugged in and in the locations in which you find them. Do not remove, unplug or move the equipment.
- Advise the Loans Room immediately of any faulty or damaged equipment.
- When leaving the Facility, either log off or shut down computers (as appropriate) and make sure that the windows and doors are closed.

- Respect others. Do not have audio volumes at a level that will interfere with or inconvenience other users.
- Protect your passwords, and keep them confidential.

You must abide by copyright law and Murdoch's rules and regulations governing the appropriate use of copyrighted material. Murdoch considers copyright breaches very seriously and copyright infringement by users of the Facilities will not be tolerated.

Damaged, Stolen or Lost Equipment and Rule Breaches

Users found breaching these rules may have their access to facilities restricted, incur a fine or academic penalty (such as the withholding of results)

↪ see notices posted on the wall of the Loans Room and outside the Loans Room and where posted in the Facilities for the current "Rule breach fee schedule"

If through negligence a user has caused damage to equipment, lost equipment or left equipment vulnerable to theft, or has contributed to the loss or damage of equipment, the user will be responsible for reimbursing the University for either the costs to repair or replace the item.