

Podcast Studio Room Policy Agreement

Updated 1/16/2024

This policy agreement form constitutes compliance with general procedures and standards over the use of the podcast studio room. This service allows students and faculty to utilize the space and equipment for educational purposes in a classroom setting. Personal or recreational use of the room is highly discouraged.

Policy

The podcast studio room is available at the Department of Communication and Journalism in room 122. Check-in at the front office and sign-in to the studio room of all users is required for recordkeeping. This information is shared with faculty and staff. **Never leave the room open**, even when leaving momentarily; check back in with office staff to be let back in.

Users are responsible for any damage or theft to equipment while in the studio. Users will be charged accordingly based on the cost incurred by the Department of Communications and Journalism to repair the damage or to replace the equipment. Users will be financially responsible for any lost, stolen, or damaged equipment. The equipment costs range from \$200 to \$7,000.

Course Fees pay for this equipment and only students currently enrolled in a Communication and Journalism course will have access to the studio room. If a class assignment requires use of the studio room with an individual not enrolled in the department's, C&J users remain responsible over the use of the studio room. Instructors will let their students know when use of the studio is necessary.

Procedure

C&J users are required to fill out and sign the Podcast Studio Room Policy Agreement form in order to use the studio room (attached below). The form requires contact information, signature, and date for record-keeping. The form must be filled out each semester to confirm that the user has read this policy and accepted the terms and conditions. Digitally signed forms can be uploaded [here](#), emailed to video1@unm.edu, or uploaded on the Department of Communication and Journalism website, under "Podcast Studio Room Policy Agreement Form Upload." Physically signed copies can be turned in to the AV Office, at C&J Room 110.

After the agreement form has been submitted, users must book and complete an assessment prior to studio use online on the department's website (through [Microsoft Bookings](#).) UNM NetID login is required to access the studio room scheduling website. Only UNM NetID email accounts are able to book online. The completion of the studio room assessment constitutes understanding of the studio equipment functions, and agreement to proper use of the room. Users may then book the studio room for different time slots on the same website. Users have to book 24 hours ahead of time. If a group of users require use of the studio, only one member of the studio needs to book online for the whole group. Failure to comply to these sets of instructions may deter use of the studio room.

Eligibility

Students must be registered for at least one Communication and Journalism course to qualify to use the studio room. Each semester, students and faculty must fill out this form. Students are given this form to them by their instructor that require them to use the equipment for the class.

Hours

Monday-Friday: 8:00 AM-5:00 PM

Saturday-Sunday: Closed

Summer Hours (If classes are offered)

Monday-Friday: 8:00 AM-5:00 PM

Saturday-Sunday: Closed

Acceptable Equipment Use Policy

This notice is intended to inform you about current use policies. The equipment in the studio room belong to the Department of Communication and Journalism at the University of New Mexico and may only be used by Communication and Journalism students or students taking Communication and Journalism classes to use certain equipment for academic purposes.

Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution.

The Department of Communication and Journalism reserves the right to monitor the use of this equipment to ensure allegations of misuse and/or abuse. Information stored electronically is subject to the New Mexico Inspection of Public Records Act and might also be made available to law enforcement agencies in response to a lawful request or order.

Podcast Studio Room use privileges can be revoked if policy guidelines are violated.

Administrative Policies and Procedures Manual - Policy 2520: Accessing and Safeguarding Personally Identifiable and Controlled Information

<https://policy.unm.edu/university-policies/2000/2520.html>

Podcast Studio Room Policy Agreement

I understand I am responsible over the use of the equipment in the podcast studio room at the Department of Communication and Journalism. I am financially and legally responsible over the use of this equipment and for and for any damage or loss that may occur while using the room. I understand that equipment in the room must be left as I found it. I understand that if any equipment is lost or damaged under my use of the room, my privileges may be suspended. I am aware of the consequences listed above if I do not comply with this policy.

If I do not accept any part of this statement, I understand that I am not allowed to use the podcast studio room belonging to the Department of Communication and Journalism.

Student Name:

Student ID #:

Student Email:

Student Phone Number:

Student Home Address:

Student Signature:

Date:

Class Title/Number and Term:

Instructor:

Instructor Signature:

Date:
