

Podcast Studio Policy Agreement

Updated 8/8/2024

This policy agreement form constitutes compliance with general procedures and standards regarding the use of the [podcast studio](#). This service allows students, faculty, and staff (users) 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. All users are required to check-in and check-out at the AV front desk in room 110. **Never leave the room open**, even when leaving momentarily; close the door when leaving, and check back in with the AV 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 using the studio with an individual not enrolled in the department's, C&J users remain responsible for 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 Policy Agreement** form to use the studio room (attached below). The form must be filled out each semester to confirm that the user has accepted the latest policies, terms, and conditions. Students must have their form signed by their instructor before submission. Digitally signed forms can be emailed to video1@unm.edu, or uploaded to the "[Podcast Studio Policy Agreement Form Upload](#)." link on the department's website. Physically signed copies can be turned into the AV office.

After the agreement form has been submitted, **users must book and complete an assessment** prior to studio use on the department's website through [Microsoft Bookings](#). Only UNM NetID email accounts can book online. The completion of the studio room assessment constitutes understanding of the studio equipment functions, and agreement to proper use of the room. Ensure you follow the instructions posted on the department's website. Users may then book the studio room for sessions on the same website. Users must book 24 hours in advance. If a group of users require use of the studio, only one member needs to book online for the whole group. Failure to comply with 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 use the studio. Students and faculty must fill out this form each semester. Students are given this form by their instructor that requires 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 belongs to the Department of Communication and Journalism at the University of New Mexico; it may only be used by Communication and Journalism students or students taking Communication and Journalism classes.

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 Policy Agreement

I understand I am responsible for the use of the equipment in the podcast studio room at the Department of Communication and Journalism. I am financially and legally responsible for 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 Signature:

Date:

Class Title/Number and Term:

Instructor:

Instructor Signature:

Date:
