FAU Libraries @ Jupiter

Recording Studio Guidelines for Use

Use of the studio is intended for students needing to fulfill course assignments that require audio or video recordings.

At final exam periods, groups of three or more students may check out the room for group study purposes, but all members of the group must be present when the room is checked out.

Library management may approve exceptions to intended use on a case by case basis. An example of this might be walk-in requests who did not use the reservation system.

Any currently activated FAU Owl Card holders may reserve the recording studio. The studio is open during normal library hours, but closes 30 minutes prior to library closing.

How-To instructions for use of the equipment are available at http://www.library.fau.edu/npb/recording-studio-instructions.pdf.

A “Studio Key” must be checked out at the library’s service counter with an Owl Card.

Each individual who has checked out a studio key will be responsible for the condition of the equipment in the studio.

Reservations submitted through the online system affirm the user’s consent to accept financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear.

The individual who checks out the studio key will be considered the main user and is responsible for any damage or misuse of the building and/or equipment if a group is using the studio.

To accommodate many users, only one time slot may be reserved per day. If additional time is needed beyond the confirmed time slot, library staff will need to approve additional time.
Reservations will be considered canceled if the requestor is ten minutes late. However, it may be reinstated up to the original end time if no one has been assigned to the room after the ten-minute holding period.

All users are responsible for retrieving their content from the RECORDINGS folder located on the PC workstation located within the studio, or to an external drive, or to a cloud based service.

After saving files, please delete the recordings to protect your privacy.

As with the general library policy, food is not permitted in the studio. However, drinks secured with lids are permitted.

Library personnel reserve the right to cancel reservations.

These Guidelines are subject to change.