

# **Scripps College of Communication Podcast Studio Use Policy**

## **I. Introduction**

One of the many jobs required of a podcaster is to ensure that the podcast studio and equipment is maintained to proper working order. In this case, the place of recording is the audio studio in SCHN 501 (hereafter, "SCC Podcast Studio"). In an effort to make us all responsible users of SCC Podcast Studio, all students are responsible for the order and cleanliness of SCC Podcast Studio as well as appropriately responding to issues that may arise through the normal course of studio use.

## **II. Access**

Access to SCC Podcast Studio is provided for students, faculty, and staff of the Scripps College of Communication who are completing projects related to class assignments or other research, creative, or professional activities. Educational activities are primary to the mission of the College, and therefore, priority scheduling will be given to classes where podcasting is expected for completion of the course. While other uses are still valued and encouraged, we reserve the right to cancel, modify, or re-schedule any personal reservations if class needs arise.

Reservations for the podcasting studio must be made through an email request sent to Chris Stewart ([stewarc2@ohio.edu](mailto:stewarc2@ohio.edu)), Operations Manager for the Scripps College. The email request should include your name, other guests' names, the day/time requested, an explanation of whether you are recording for a class (including the class number/name and professor's name), and a 1-3 sentence description of what you will be recording. You will receive an email confirmation of your appointment, or alternate times available if your requested time is unavailable. At the time of your confirmed session, please show the email and your identification to students at the welcome desk in Schoonover Center so that they can unlock the room.

The podcasting studio is available for use during normal operational hours for Schoonover Center. During times of limited student-worker availability, such as during holidays and during some weeks over the summer, the podcast studio will not be available.

## **III. Policies & Procedures**

There are several policies and operational guidelines which must be abided at all times:

- A. No food or beverages may be brought into the studio at any time. Water MAY be

consumed in recording spaces, provided it is kept in a sealed container.

- B. Bringing any alcoholic beverage or any recreational drugs into the studio is strictly prohibited by the laws of the State of Ohio.
- C. Reserved sessions are to be limited to 3 hours each.
- D. You may not book back-to-back sessions.
- E. Equipment is to be used in a safe, orderly, and appropriate manner that does not degrade its normal operation.
- F. Students participating in the session will be held financially responsible for damage to any studio equipment caused by negligence that occurs during their booked studio time by any member of the party.
- G. All studio equipment shall be inventoried (microphones, headphones, cables, etc) before and after your sessions as you are solely responsible for ensuring these items don't leave the studio.
- H. Your scheduled studio time includes setup and cleanup so always plan accordingly.
- I. You may not alter any of the cabling or connections with equipment in the room. You may not unplug microphones or other equipment. If you have specialized needs not met by equipment in the room, please schedule an appointment with a member of the SCC Deans Office through the Schoonover Center Welcome Desk.
- J. When problems are observed with any equipment, those issues must be reported immediately to (1) your teacher if you are part of a class, and/or (2) the welcome desk in Schoonover Center. All reports should indicate complete details of issues encountered (what piece of equipment, channel number, etc.), troubleshooting steps taken, etc. Do not provide a one line incident report - the more information provided the better. If a piece of equipment is damaged, which could be confused with other (headphones, mic stands, cables, duplicate mics, etc), you should mark the gear as damaged so facility staff can easily identify the equipment in your report. Remember, failure to report an incident is an admission of culpability.
- K. Ensure that the studio door is securely locked when leaving.
- L. Granting studio access to unauthorized persons is strictly prohibited. Booking studio time for unauthorized users is strictly prohibited.
- M. Make sure you and everyone associated with your session understands these policies and their related consequences.
- N. At the end of your time in the studio you must return all items to these locations including but not limited to:
  - All microphones and boom stands should be returned to a natural position (generally, a lowered position with microphones facing the appropriate chair).

- Headphones should be placed on the table directly below each corresponding microphone.
- Chairs should be returned to their natural “nested” positions around the table.
- All trash, pens, pencils, papers, and other personal items should be removed.
- You should log off of the recording computer but leave it on and ready for the next user to log in. The mixer and headphone amp should be powered down, with all volume controls “zeroed.”
- Lights turned off by the last person to leave.

#### **IV. Violations & Consequences**

If, at any time, faculty or staff finds the SCC Podcast Studio in anything but pristine condition or in violation of any of the policies stated above, users who last used the studio will be held responsible. It is your responsibility to review the studio at the beginning of your session and to quickly inform staff at the Schoonover Welcome Desk of any issues.

The studio is inspected every morning for studio policy infractions. If any equipment is found damaged or evidence of other policy violations is discovered, the following actions will be taken:

- All students may be denied entry (with the exception of regularly scheduled class meetings) for a period of time to be determined by Scripps College of Communication Faculty and Staff.
- Individual students may be denied use of the facility for a specified period of time, or indefinitely.
- An investigation may be conducted by the Scripps College of Communication, other university officials, and/or Ohio University Police to determine if other actions are necessary.
- Violations of policies resulting in a loss of privileges may require you to personally obtain other resources for completing class assignments or meeting other professional obligations.