

Multimedia Workstation User Guidelines at Barnard Media Services

To work on a video, audio, or web project at one of the Public Media Area computers, you first need to speak to a Media Services staff member to authorize your project, and have a "Multimedia Project" form signed by the appropriate faculty member. After that, sign up ahead of time at the Media Desk for the workstation you want to use. Be sure to notify Media Services if you have to cancel or reschedule a booking. A staff member will log you in when you come for your scheduled session. If you need to use any additional equipment, such as a camcorder or external drive, be sure to book them at the Media Services Office with a staff member, between 9:00 am and 6:00 pm, weekdays.

Workstations are available 9:00 am - 11:00 pm Monday thru Thursday, 9:00 am - 6:00 pm on Fridays, 10:00 am - 5:00 pm on Saturdays, and 10:00 am - 11:00 pm on Sundays during fall and spring semesters, and 9:00 am - 5:00 pm weekdays during the summer and intersessions. Workstations are also available on a first come - first serve basis during these hours, if no one else has signed up for that time period. If a user does not show up until 15 minutes past their scheduled time, the workstation will be made available to any other patron who might want to use it.

Media Services staff will provide basic training on Final Cut Pro and help with specific questions or concerns with your projects, however we are not able to provide extensive training for general use of computers or software. We have tutorials and reference books on commonly used software, so please ask for them if you need help with topics beyond the basic training. Users are expected to have working knowledge of Macintosh or Windows computers, and the software they need to use, before they start a project on these workstations.

Please remember to save your work often. Save your work only to your folder in the drive that is allocated to you and to portable media or external drives. If your project will span more than one day, it is recommended that you make a back up copy of your work and take it with you at the end of the day. Do not save files on the desktop, or anywhere other than your specific folder in the media storage drive or the external drive.

Please do not leave your data in the computers past the allocated time frame for the project. At the end of the time that a user has signed up for, he/she must delete all their data and media. The workstation drives will be cleaned up routinely. Files saved on any location other than the one assigned to you will be deleted. Media Services is not responsible for lost data or projects.

Please do not download or install anything onto the computers other than data/media for your project. Beware of viruses and other damaging items distributed via e-mail attachments, shareware, and downloads. If you need an application that is not already installed on the computer, speak with a Media Services staff member.

Please do not change the configuration of any hardware, software, or system settings on the workstations. A Media Services staff member will work with you to arrange the available hardware and software as needed for your project.

The internet connection on the workstations is provided for project support. Please do not spend time surfing or engaging in personal communication on these workstations.

Patrons are responsible for supplying all the media materials they may need – Media Services does not stock or sell tapes, CDs, computer disks, etc.

Thank you for observing these guidelines so that all users can get the most out of the workstations in the Public Media Area.