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UNIVERSITY AT ALBANY

State University of New York

Studio B47 – Policies for Use

Studio B47 is available to current University at Albany students, faculty, and staff. Borrowers must complete a brief tutorial with staff before reserving the studio. Community borrowers are not eligible to use the studio.

The studio is for activities such as recording interviews, podcasting, and rehearsing presentations. It is not to be used for a meeting room or group study room. Groups or individuals using the Studio for uses other than its intended purpose may be asked to leave.

Studio use:
- Use of the room is limited to 6 people at a time.
- Use is limited to 4 hours; this includes set up and clean up time.
- To access the Studio, request the room key at the main service desk of the library.
- The studio must be vacated one half hour prior to the Library closing time. No reservations will be accepted 1 hour before closing time.
- Users are liable for breakage, damage, and/or missing equipment—they will be charged the full replacement value of any damaged or missing equipment. No food or drink allowed in the studio.

4-hour limit: You have 4 hours to return the key and exit the room. Users who do not return the key on time will be blocked from future room use. Users who lose keys or do not return keys within 7 days will be charged for key and lock replacement ($115) For due date/time, refer to your email or log onto "My Library Account," located under the Services tab on the Library's homepage: http://library.albany.edu

Users must abide by the University Libraries' Code of Conduct and the Responsible Use of Information Technology Policy.

University Library Staff reserve the right to enter the studio at any time.

Policies and Procedures are subject to change.

Comments or questions? Contact rclow@albany.edu