

Studio B26 - Policies for Use

- The Studio is available to University at Albany students, faculty, and staff who are registered borrowers, in good standing, of the Library. Courtesy borrowers and borrowers with significant fines are not eligible to use the Studio.
- The Studio is for activities such as rehearsing presentations, thesis defenses, recording interviews, and podcasting. It is not to be used for a meeting room or group or individual study room. Groups or individuals using the Studio for uses other than their intended purpose may be asked to leave.
- USE OF THE STUDIO:
 - The Studio is only available when the IMC service desk is staffed.
 - Use of the room is limited to 6 people at one time.
 - If after 15 minutes the individual or group fail[s] to appear, the reservation is cancelled.
 - Use is limited to 3 hours. This includes set up time.
 - To access the Studio request the room key at the Innovate Make Create [IMC] service desk.
 - The Studio must be vacated 45 minutes prior to the basement closing time. No reservations accepted 1 hour before the closing time of the Library basement.
 - Users are liable for breakage, damage and/or missing equipment. Fines will be assessed for equipment returned after due date and time.
 - No food or drink allowed in the Studio.
- The fine for a room key returned after due date and time is \$15 per hour or any part of the hour [rounded up to the next full hour].
- Users must abide by the [University Libraries' Code of Conduct](#) and the [Responsible Use of Information Technology Policy](#)
- University Libraries staff reserve the right to enter the Studio at any time.
- Policies and procedures are subject to change.

Comments or Questions? Send to imc@albany.edu .