Policy Name:	Multimedia and Audiovisual Policy		
Policy No:	6.2	Approval Authority:	Senior Management Team
Volume	6, Computer Services	Responsible Party:	Director, Multimedia
Chapter	2, Multimedia and Audiovisual Policy	Responsible Office:	Computer Services
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Policy Statement

NSCAD University provides audio visual equipment, services and facilities for its teaching and learning environment. All those using audio visual equipment, services and facilities must accept this policy.

Reason for Policy

Audio visual equipment, facilities and services form an important component of the teaching and learning environment at NSCAD, and therefore must be maintained in good working order to benefit all who need them.

Policy Applies to

•   All units of the University

Who Should Read this Policy

•   All members of the University community
•   Staff members involved in use and stewardship of audio visual equipment, services and facilities
•   Directors and division chairs
•   Students

Contacts

Detail on policy meanings and application: Any questions can be directed to the Director, Multimedia Services, 902-494-8170 or 902-494-8619.

All policies are subject to amendment. Please refer to the NSCAD University Policy website (nscad.ca) for the official, most recent version.

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Definitions

Academic support and resources: Those support services, equipment and facilities used primarily in the delivery of University curriculum.

Audio visual equipment, services and facilities: Those support services, equipment and facilities that are used in presentations that primarily involve the use of specialized sight and sound equipment.

Circulation equipment: Any University equipment that is provided to faculty, staff or students on a limited term basis.

Meeting rooms: Any rooms that are booked by Multimedia Services for faculty, staff and students, specifically for the purpose of group gatherings.

Open labs: Labs with computer equipment that are not booked for the sole use of a specific group, but are accessible to faculty, staff and students.

Smart classrooms: Rooms used for curriculum delivery (teaching) that contain technology to aid in that purpose.

The Policy

1. Principles

    1.1. NSCAD's provision of audio visual services is an important component of the rich teaching and learning environment provided to students, staff and faculty.

    1.2. Multimedia Services has the right to limit or deny access and/or privileges when an individual or group does not exercise care when handling of audio visual equipment or respect when using the facilities and services.

2. Responsibilities

    2.1. Multimedia Services provides academic support and resources for faculty and students, including the maintenance and management of several labs and studios across all campuses, first response technical support and the provision of equipment for academic purposes.

    2.2. Multimedia Services provides audio-visual services for all smart classrooms and meeting rooms at NSCAD.

    2.3. Multimedia maintains labs and studios at all campuses. Contact Multimedia Services for a list.

    2.4. Faculty, staff, and administrators are asked to contact Multimedia prior to the beginning of each semester to discuss the scope of multimedia support required during the upcoming term.

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3. Audio Visual Services

   3.1. Service reservations for non-timetabled events are recommended as soon as the organizer is aware of the need. In all cases, Multimedia will requires advanced booking and briefing.

   3.2. Booking service for after- hours periods requires a minimum of 2 (two) weeks notice and is subject to staff availability.

   3.3. Service is limited to the specific equipment maintained by Multimedia Services.

   3.4. Unless an exception is arranged in advance, Multimedia technicians may leave at their own discretion once an event is running.

   3.5. Other rules and restrictions may apply. Please consult with Multimedia Services.

4. Technical support

   4.1. Multimedia staff provide general assistance, but are usually not directly involved in research and instruction on the software and hardware they support.

   4.2. Faculty, support staff, and administrators working within Multimedia rooms are asked to notify the Multimedia office as soon as possible when a technical problem or issue arises.

5. Changes to studio equipment and curriculum resources

   5.1. Members of the NSCAD community must respect the roles of the Multimedia Center and adhere to rules and/or restrictions relative to audio visual equipment that protect University assets and enable high quality audio visual support and services.

   5.2. Requests for studio upgrades and additional curriculum resources relating to specific courses, require a minimum of 5 (five) weeks lead time before the course start date.

6. Equipment Loans

   6.1. Circulation equipment is available to all current NSCAD students, faculty, and staff.

   6.2. Reservations are recommended and can be made up to 1 (one) week in advance.

   6.3. Loans are for 24 hours unless otherwise stated. A return date and time will be specified.

   6.4. Equipment must be returned to the location from which it was borrowed.

   6.5. Borrowers are responsible for the repair or replacement cost for any equipment damaged, lost or stolen.
   6.6. Other rules and restrictions may apply. Please consult with Multimedia Services.

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7. Labs and Studios

    7.1. Open labs are available on a first-come-first-served basis.

    7.2. Space bookings are available through the Multimedia Center.

    7.3. Where applicable, a swipe card must be used to access Multimedia areas.

8. Expectations of lab and studio users

    8.1. Do not prop doors open or allow others without swipe cards to enter.

    8.2. Personal work must be saved to personal disks. Work found on lab equipment will be deleted.

    8.3. No hardware or software may be removed from labs or studios without Multimedia's consent.

    8.4. No hardware or software may be installed in labs or studios without Multimedia's consent.

    8.5. Smoking, drinking or eating are not permitted in computer labs, studios or classrooms.

    8.6. Computing labs used by students are for course work assigned and should be treated as study areas.

    8.7. Faculty, staff and students who use Multimedia facilities are expected to leave them clean and orderly.

    8.8. Other rules and restrictions may apply. Please consult with Multimedia Services.

9. Compliance

    9.1. Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with the relevant collective agreement or employment guidelines. NSCAD also retains the right to pursue any action, including criminal prosecution and civil remedies, when misuse of its information or resources is suspected either during the course of employment or after the termination of employment.

    9.2. This policy is intended to be complementary to other polices and collective agreements governing the conduct of faculty and staff. In situations where this policy may be in conflict with Collective Agreements, the Collective Agreements shall prevail.

Forms and tools

Members of the NSCAD community should consult the Multimedia Services web page for information, forms and other requirements   https://multimedia.nscad.ns.ca

Multimedia and Audiovisual Policy http://nscad.ca/site-nscad/media/nscad/CS_MultimediaAudiovisualPolicy.pdf

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