



EDITING SUITES GUIDELINES

The Editing suites are rooms to produce, view, or listen to materials. These rooms are available to any current CNU student, faculty, staff or alumni. The rooms are not intended as meeting, study, or paper production rooms.

1. Each editing station has a four-hour check out limit. If you require additional time, please see the Media staff after your time limit has transpired.
2. You may only check out and use one editing station at a time. If you wish to use another station, please ask Media staff to check-in the station and then check out the other desired station.
3. **A "checked out" station that has been vacant for longer than 20 minutes will be considered to be abandoned (even if personal items remain behind) and will be returned to "available" status.**
4. After your four-hour time limit has transpired, it is your responsibility to check in the station with the Media Center staff.
5. Before using the computer equipment, please report any damage or vandalism to the Media staff. If any equipment is damaged, vandalized or stolen during your check out period, it is considered your liability and you will be charged for it, unless you can prove otherwise.
6. Users are expected to conduct themselves in a manner appropriate for public facilities or they will be asked to leave. Station users must also follow the computing guidelines established by ITS, which are outlined in pages 49-51 of the student handbook.
7. Regular library rules apply to the study rooms. No food or smoking is permitted. Drinks must be in library-approved spill-proof containers.
8. Talking or noise loud enough to disturb patrons outside the editing station is not allowed. Please consider borrowing headphones to diminish any disruption.
10. If you have any questions about the equipment or software, please ask a member of the Multimedia Staff.