

Guidelines for Use of Media Services' Digital Video Editing Lab

1. This lab is intended for instructional/administrative WSU related uses only; but it is acceptable for current student/faculty/staff to work on personal projects thereby allowing a learning process in the use of digital video editing.
2. Any project that students/faculty/staff work on in the editing lab will complement WSU's core values & principles.
3. It is NOT acceptable to work on personal projects gaining personal profit for the student/faculty/staff.
4. Access to equipment in the editing lab will be available on a first come, first serve basis, but we expect students/faculty/staff to be respectful of each other's needs.
5. PC Users:

A secured folder is automatically created for you on the C: (Media) drive when you log in. The folder will be labeled with your user name and is accessible only to you. No one else can access your folder or delete or modify your files, with the exception of the full-time Media Services' staff and network administrators.

At the present time, our PC computers have 200GB hard drives and we will allow users 15 GB (Giga-Bytes) of disk space for projects. This will provide approximately 30 minutes of uncompressed video, as well as room for any auxiliary, graphic, and audio files that may be needed for your project.
6. Mac Users:

Upon request MS staff will set up a secured folder for individuals to store their video files. Only full-time MS staff and network administrators will have access to these files.

At the present time, our Mac Computers have 180GB hard drives, and we will allow users 15GB (Giga-Bytes) of disk space for projects. This will provide approximately 30 min. of uncompressed video, as well as room for any auxiliary, graphic, and audio files that may be needed for your project.
7. Users may store media files on our computers for up to 30 days, starting from the time you begin your project. After 30 days, your folder will be deleted, unless you have made prior arrangements with one of the Media Services' staff for an extension.
8. Students/faculty/staff will be respectful of each other & in sharing resources in the digital lab.
9. Digital camcorders are available for short-term check out.
10. Students/faculty/staff who abuse these guidelines will not be permitted access to this digital editing lab.

Important: We make every effort to protect your stored files in our computers, but we cannot guarantee against problems that may occur which are beyond our control.