

Disk Space and Time Limitations

As mentioned in the guidelines, every user will be allocated 15 GB (Giga-Bytes) of storage space for their projects, and will be allowed to store their material for 30 days, starting from the day they begin their project.

When logging in, the following notice will appear:

PROJECTS ARE LIMITED TO APPROX. 30 MINUTES OF VIDEO (15 GB)

PLEASE DELETE YOUR PROJECT FILES WHEN FINISHED!

PROJECTS ARE DELETED AUTOMATICALLY 30 DAYS FROM START DATE

In order to provide fair use to all users of the video editing workstations, your work will only be stored for 30 days, starting from the time you begin your project. After 30 days has passed your files will be erased! Users will also be limited to 15 GB (Giga-Bytes) of disk space. This amount of space will provide for approximately 30 minutes of uncompressed video, as well as room for any auxiliary, graphic, and audio files that may be needed for your project.

Any exceptions will have to be authorized by Media Services staff.

Please keep these limitations in mind as you begin your project. The more titles, transitions, audio, and special effects that you incorporate into your project, the more disk space you will use up. Be careful to keep an eye on how many of your 15 GBs of space you have left when you are ready to record your project to tape, burn it to a disc, or create a file. Typically, depending on the size, you'll need a couple Giga-Bytes (GBs) of free space to export your project after you're finished. If you feel you have a valid need for more disk space, please contact one of the Media Services staff.

We have the right to delete projects and their associated files that are more than 30 days old. If you feel you need more time to work and have a valid reason for an exception, please contact one of the Media Services staff. Media Services will not be responsible for projects that have been deleted after 30 days. It is highly recommended that you backup all of your data to CDs or DVDs for your own protection. Please delete your projects and their associated files from the computer after you are finished with your work.