

STUDIO B POLICIES

Welcome to Studio B

Studio B is intended for advanced users only. You are given nearly full access to the workstation's hard drive and its peripheral audio hardware so that you can execute industry standard product. This means that *you CAN damage the workstation through misuse*, potentially causing your colleagues, instructor and staff great inconvenience. Please do not use software applications other than the ones recommended by your instructor. Additionally, please do not change system software or hardware settings in a manner inconsistent with the techniques you have learned in class.

Security

- No food, drink, or smoking is permitted in the studio at any time.
- No one other than students working on an ongoing session is allowed in the studio at anytime. This means you and instructor-approved collaborators only! People wanting tours should contact Dr. Reginald Bain (rbain@mozart.sc.edu, 803-777-8183) during normal business hours.
- Never leave the studio door propped open or the studio insecure.
- When you *enter*:
If the red ARMED light is lit when you enter the studio, type in the entry code on the keypad. The green READY light should light. You may now enter the studio.
- If you mistype your code, hold down the * key for 3 seconds and enter your code again.
- When you *exit*:
If the green READY light is lit, type in the exit code on the keypad. The red ARMED light should light. You may now exit the studio. Be sure to pull the door closed tight!
- If you set off the alarm, call the USC police at 803-777-4215 and notify them of the false alarm.

Equipment Check

- *At the beginning of each session, inventory all studio equipment using the log sheet (see below) provided.*
- Microphones are expensive, delicate instruments. Please make sure they are there at the beginning of every session and handle them with extreme care.

Studio B

Log Sheet

- *Never work in the studio without completing a log sheet.* This is the first thing you should do (after turning off the alarm) when you arrive and the last thing you should do (before turning on the alarm) when you leave.
- Be sure to enter your actual session start and end times and to record if anyone else was involved in the project.
- Log all technical problems. Be sure to be specific about hardware/software, patching, specific gear involved, etc. If a problem cannot be recreated, it cannot be fixed.
- If the inventory does not match the log sheet, leave Dr. Bain a voice mail message at 803-777-8183. This will time stamp your call. Follow up with an e-mail Dr. Bain <rbain@mozart.sc.edu> briefly letting him know the nature of the problem and that you left a detailed on his voice mail. *If major theft has occurred*, call the USC police immediately at 803-777-4215.

Normalling the Mixing Console and Patch Bay

- Normal the mixing console completely at the end of every session.
- Set all faders to zero, pans, EQs, and line/mic. inputs to default settings, etc.
- Be sure the control room and studio monitor volumes on the mixer are both turned all the way down.
- Pull all patch cords and hang them with others of like size.
- Remove all personal items from the studio when you leave.

Media

- *You must provide your own media for your work.* A USB flash drive is highly recommended. Dropbox is another possibility. CD-R and DVD-R are recommended for audio and video work, respectively.
- *It is highly recommended that you backup your work after every session.* Project work is erased at the end of each semester. It is your responsibility to make sure that your work is backed up before the hard drive is erased.

Power up/power down

- Before you power up, make sure the control room and studio monitor volumes are turned all the way down. Power up the power sequencer above the patch bay. Then power up the two power sequencers just under the workstation desk (left side first, right side second). Power up takes about 10 sec.
- To power down, make sure the control room and studio monitor volumes are turned all the way down. Make sure there are no USB Flash drives, DVDs, CDs, etc. in any of the machines. Shutdown the computer and wait for it to turn completely off. Power down the power sequencers in reverse order.

Studio B

Booking the Studio

- Facility staff and students enrolled in appropriate courses (e.g. MUSC 336, 540, 737, etc.) are eligible to reserve time in Studio B.
- Students must pass a Studio B Policies quiz before they may schedule individual time in the studio.
- Hard copy calendars for reserving time in Studio B are posted on the studio wall. Reservations may be made in pencil. Instructors should make permanent reservations using the Studio B iCal. Questions should be directed to Dr. Bain.
- Students are allotted studio time in the following manner:
 - MUSC 336: 3 hours per week (approx. 48 hours per term)
 - MUSC 540: 4 hours per week (approx. 64 hours per term)
 - MUSC 737: 6 hours per week (approx. 96 hours per term)
- Students who have completed MUSC 336, but are not currently enrolled in one of the courses above, may use the studio by permission. Contact Dr. Bain to make the appropriate arrangements. Permission to use Studio B will be based on studio availability.
- Session time will be deducted for all sessions booked, whether used or not.

Keys

- See the new *Studio B Key Policy* link on the BAIN MUSC 336 website.

Music Library Hours¹

Monday - Friday	8 am – 9 pm
Saturday	Closed
Sunday	1 pm – 6 pm

¹ For up-to-date hours of operation visit: <http://library.sc.edu/music/>.

Studio B

Violations

- Violations of any USC, School of Music, or studio policies can result in loss of hours or studio privileges.

Phone Numbers

USC Police	803-777-4215
Dr. Reginald Bain	803-777-8183
Computer Music Studio (Studio B)	803-777-5402
Experimental Music Studio (Studio A)	803-777-5408