This document outlines the policies and procedures for operating the Morrill Hall Digital Production Studio (MR385). It was developed by the Instructional Technology Strategic Planning Committee, and is subject to periodic review and updates, pending need.

1. **General Use Statement.**

   The Ohio State Marion Digital Production Studio is designed to be a multi-use recording and editing space to accommodate students, faculty, staff, and in some cases, the community. Examples of uses for this studio space may include, but are not necessarily limited to, the following:

   - Students working on media production assignments as part of a course;
   - Office of Communications and Marketing recording interviews for promotional purposes;
   - Faculty members developing content for either teaching or scholarly purposes (e.g., recorded lectures, interviews/focus groups, etc.);
   - Members recording media content for student clubs;
   - Conducting oral history interviews with members of the Marion community.

2. **Management and Support.**

   **Structure.** The Digital Production Studio uses a distributed management structure to handle various duties, including booking, technical support, supervision, and equipment loans. Generally, Joe Zhou (zhou.134@osu.edu), IT Media Lab Coordinator, is the primary contact, along with his employees in the lab. The campus IT Department, which includes Bryan Sickmiller (sickmiller.2@osu.edu) and Travis Elkins (elkins.66@osu.edu), are the secondary contact, along with their lab employees.

   **Student workers.** If there is adequate demand, there may be need to hire additional student workers to assist with support and supervision of the space.

3. **Booking.**

   Currently, booking will be conducted using the Ohio State Marion Room Reservation Requests procedure (from the campus website):

   For Ohio State Marion rooms please fill out [this form](mailto:marionroombookings@osu.edu) and email it to marionroombookings@osu.edu.
This procedure will involve coordination with the studio's management team (e.g., to determine support availability if necessary). The studio management team will develop and display the booking schedule in some form (e.g., printout of weekly schedule posted by the entrance).

**Walk-In Hours.** As the support structure for the studio assesses demand and staffing availability, they will develop a policy for walk-in hours.

**Guidelines.** In order to ensure fair and orderly access to the Digital Production Studio, the following guidelines have been established.

- Guests are provided a ten-minute grace period for late arrivals, after which the resource is open to other guests.
- Class assignments and OSU-related work take priority when applicable.
- The guest must have a verifiable, active name and present BuckID on arrival.
- The guest who placed the reservation must be present throughout reservation.
- Food and drinks are not allowed in the Digital Production Studio.

4. **Equipment Loaning.**

The Digital Production Studio has equipment that is appropriate for use outside of the studio space, including iPad-compatible mobile recording kits and other recording peripherals. While these items are typically secured, it is possible to check them out temporarily for use.

**On-campus checkout.** The procedure for checking out equipment specifically for use on campus involves signing out the equipment through Joe Zhou (zhou.134). This can be done in person at the IT Media Lab, 287 Morrill Hall.

**Off-campus checkout.** To use equipment off campus, individuals will have to follow the Office of Finance and Business Services’ [Asset Off-Campus Stewardship procedure](#).

5. **Buck-ID Access.**

**Faculty and Staff.** Individual faculty and staff members should request Buck-ID (aka, “swipe card”) access through Ron Turner at turner.27@osu.edu.

**Students.** Generally, students will not be granted Buck-ID access to the Digital Production Studio space. In cases where students are working under the direction of a faculty or staff member, the faculty/staff member should contact Ron Turner to request access on behalf of the student, providing relevant details (e.g., purpose of access, expected duration, etc.).

Those accounts with access to the Digital Production Studio will be subject to periodic review and updating as needed (e.g., disabling, extending, etc.). Additionally, Ron Turner will consult with the Management and Support personnel if there are questions about granting access.