INTRODUCTION

Welcome to the Electronic Production and Design Facilities Handbook. This document is your reference regarding the EPD department’s facilities, staff, rules, and procedures.

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ORIENTATION

Students who are eligible and wish to use the EPD Labs or studios must attend an EPD Facilities Orientation. Students who are eligible and wish to use the EPD studios must also attend the WTD Scheduling Orientation. Orientation sessions are held during the first week of the semester. Dates and times for these orientation sessions will be posted throughout the department and sent via email.

GENERAL INFORMATION

You are responsible for facilities and equipment checked out in your name. You will be held accountable for any damage due to inappropriate use or theft.
Although posted schedules visually appear to start and end on the hour, all class, Lab, and studio time ends at 10 minutes of the hour. Any exceptions will be noted.

All department computers regularly synchronize their clocks. Accordingly, every department computer shows the official department time.

The Electronic Production and Design Department will occasionally send e-mail to your berklee.edu address with important information regarding the facilities.

Work must be saved to your own media before leaving the facilities and taken with you. Department computers are regularly erased.

**FACILITIES PERSONNEL**

Any time you use the facilities, you will be interacting with various department personnel.

**Lab Managers** supervise the facilities staff and oversee the operations of the facilities. Should any issues arise during Lab or studio time, a Lab Manager may be consulted.

**Lab Monitors** are full-time staff who run the facilities during Lab and studio time. Lab Monitors are here to assist you when technical issues arise. Their goal is to help you identify and understand problems in order to advance your troubleshooting skills.

**Lab Assistants** are student employees who assist the Lab Monitors, operate the Equipment Room, and run the Labs. Lab Assistants are here to assist you when technical issues arise. Their goal is to help you identify and understand problems in order to advance your troubleshooting skills.

For specific facilities' information such as setups, schedules, et cetera, please visit the department website at <http://epd.berklee.edu>.

**LAB INFO**

The Lab facilities serve as classrooms during the day and are used for Lab time at night and on weekends. Any student enrolled in a class that meets in an Electronic Production and Design Lab may use that particular Lab during Lab time.

When the Lab is full and students are waiting, The Lab Assistant will start a wait list. students are given priority in the following order:

1. students who have a class in that Lab
2. students who have a class in that Lab, but have been checked in for over 3 hours
3. students who don't have a class in that Lab
If a student has been in the Lab for more than 3 hours, she may be asked to give up her station to someone on the wait list. She will be given sufficient time to backup her work and may be added to the wait list 30 minutes after checking out.

LAB PROCEDURES

1. When entering the Lab, give your Berklee ID to the Lab Monitor and tell her which class you want to work on.
2. If you need to check out equipment, go to the Equipment Room after logging into the Lab. The Lab Assistant there will verify that you are logged into a Lab and then check out equipment to you.
3. If you need to leave the Lab for more than 5 minutes, let the Lab Monitor know when you plan to return. Keep breaks to a 10 minute maximum.
4. When you are done using the Lab, first return any equipment that is still checked out to the Equipment Room. Next, quit all applications on the computer and turn off all station equipment except for the computer and any audio or MIDI interfaces.
5. When you are ready to leave, let the Lab Monitor know. After inspecting your station and verifying that all equipment was returned, she will return your ID.

STUDIO INFO

While some studios are used as classrooms during the day, the studio facilities are primarily for individual student work on class projects. The best way to ensure access to the studios is to make a reservation ahead of time.

All studio reservations must be made with the WTD Booking Office. All reserved studio time begins on the hour, and all studio time ends at 10 'til the hour (e.g., a 4-6pm reservation would last from 4pm to 5:50pm). You must have your Berklee ID to claim a studio reservation. The number of reservations you can make depends on which classes you are currently enrolled in.

Most classes that meet in the studios entitle you to studio project time. The amount and length of studio project times varies by class. Most studio project time must be scheduled in advance. Consult your teacher and the WTD Booking Office for information specific to your class.

Studio practice time is available to Electronic Production and Design majors who are currently enrolled in a department class that uses the Lab or studio facilities. Students who are currently taking or have completed EP-320 may sign up for 2 hours of practice time per day. (Students currently enrolled in EP -220 should consult their teachers or the WTD Booking Office for information regarding limited studio time eligibility.) Whenever a studio is available, it can be used for unscheduled studio walk-in time. You may be given up to 2 hours of studio walk-in time, schedule permitting. You can cancel your studio session by emailing wtdstudiobooking@berklee.edu more than 2 hours before the start of your session. You must include “WTD Studio Cancellation” in the subject line of the email.
STUDIO PROCEDURES

1. When checking into a studio, give your Berklee ID to the Lab Monitor in the Studio Office. Tell the Lab Monitor whether you have a reservation or would like studio walk-in time. She will then give you the studio key. (If you will be working with other students, let the Lab Monitor know while you are checking in.)
2. Once in the studio you must inventory the studio equipment. (A list of the equipment is posted in each studio.) If anything is missing or damaged, notify the Lab Monitor immediately.
3. If you need additional equipment, go to the Equipment Room. The Lab Assistant there will verify that you are logged into a studio and then check out equipment to you.
4. When you are done using the studio, first return any equipment that is still checked out to the Equipment Room. Next inventory the studio equipment and appropriately normal all studio gear.
5. Once you are ready to checkout, gather your belongings and take the studio key to the EPD Studio Office. Remember that your studio time ends at 10 ’til the hour. You must return the key by that time.
6. The Lab Monitor will then check that your studio has been properly normalled and return your ID.

A59 INFO

A59 houses department ensembles and is otherwise available for student use. Policy and procedures for A59 are mostly similar to that of the studios with a few exceptions.

A59 is equipped with large speakers, amplifiers and other instruments, some of which are capable of making sounds loud enough to be heard in the studios. The studios have been given priority over A59 in all cases. This means that if a student in the studios complains about the sound level in A59, the Lab Monitor will ask the student(s) in A59 to be quieter.

A59 practice time is available to Electronic Production and Design majors who are currently enrolled in a department class that uses the Lab or studio facilities. Students may reserve up to 3 hours of A59 practice time per day.

Whenever A59 is available, it can be used for unscheduled A59 walk-in time. You may be given up to 2 hours of A59 walk-in time, schedule permitting.

ADDITIONAL FACILITIES

EQUIPMENT ROOM (A78)

Additional equipment and user manuals may be checked out at the Equipment Room from the Lab Assistant working there. To borrow equipment you must be currently checked into a Electronic Production and Design facility.
To borrow equipment for in-class use, take your ID to the Lab Assistant in the Equipment Room. She will verify that you are currently in a class and then check out equipment to you. Be sure to return this equipment and collect your ID once class is over.

Electronic Production and Design majors who are currently enrolled in an Electronic Production and Design class may also check out synthesizers for use in the MP&E Studios in the 150 building. If the session starts and/or ends while the Electronic Production and Design Department is closed, permission must be received from the Director of Technology and Facilities (simply “Director” in the rest of this document).

Equipment can be reserved at the Equipment Room with your Berklee ID.

*STUDIO OFFICE (A76)*

All studio checkouts are made at the Studio Office from a Lab Monitor.

*MACHINE ROOM (A58)*

Studio computers and equipment are kept in the Machine Room. This room is accessible to staff only. Contact the Lab Monitor in the Studio Office if you have questions about the Machine Room.

*RECITAL HALL (112, 22 The Fenway)*

The department's Recital Hall is used for classes, concerts, and other events. Electronic Production and Design students interested in having a recital in 112 should contact the Department Chair. Contact the Director if you have questions about the setup of 112.

**POLICIES**

**STUDIO/A59 SPECIFIC RULES**

The EPD Department has various rules in place designed to facilitate creative, productive, respectful, and timely studio sessions. Failure to follow the rules outlined in this document will result in a violation. In the case of a studio violation, your faculty member may be informed.

Your first violation will result in a 1 week suspension from studio practice time.
Your second violation will result in a 2 week suspension from studio practice time.
Your third violation will result in a 3 week suspension from studio practice time.
Your fourth violation will result in an indefinite suspension from studio practice time until a meeting with the Chair of your department, with consequences to be determined.

If you are suspended, you will not be able to book or use studio practice time or walk in time. The suspension begins on the day after the violation. *Studio project time is unaffected by a studio suspension.*

**The rules are as follows:**
- You must arrive no later than 10 minutes after the scheduled start of your session. Arriving more that 10 minutes late will result in the loss of your booked session and a violation.
• You may cancel a studio session only by emailing wtdstudiobooking@berklee.edu more than 2 hours before the start of your scheduled studio session. Any cancellation email must include “WTD Studio Cancellation” in the subject line. Failure to cancel a studio with 2 hours notice and not showing up to that studio session will result in a violation.

• You must return the studio key and any borrowed equipment by the end of your studio session. Returning late by any amount is a violation.

• You must return the studio key and any borrowed equipment by the end of your studio session. Returning late by any amount is a violation.

• You must return your studio to its “Normalled” pre-session state prior to the end of your session. Failure to Normal the studio will result in a warning.

• You are responsible for the security of your studio. Leaving a studio door open and unattended will result in a warning.

• You may not have food or drink in the studio. Bringing food or drink into the studio is a violation.

• You must behave in a respectful and professional manner at all times. Unprofessional behavior towards staff or fellow students will not be tolerated and will result in a violation and a meeting with the WTD Scheduling Manager.

• Room-specific equipment must remain in its assigned studio at all times. Removing room-specific equipment from a studio will result in a violation.

The following rules will result in a warning upon first offense. Subsequent offenses will result in a violation and one week suspension from studio practice time.

• You must return your studio to its “Normalled” pre-session state prior to the end of your session. Failure to Normal the studio will result in a warning.

• You are responsible for the security of your studio. Leaving a studio door open and unattended will result in a warning.

• Canceling a studio session less than 2 hours prior to the scheduled start time will result in a warning.

The following rules are considered very serious, and failure to follow these rules will result in severe consequences.

• Altering the configuration or wiring of any studio will result in immediate ejection from the studio and a 4 week suspension.

• Consuming Alcohol or illegal substances in any studio will result in immediate ejection from the studio, a 4 week suspension, and a meeting with the chair of your department.

• Selling or transferring studio time to other students or outside clients will result in immediate ejection from the studio, a 4 week suspension, and a meeting with the chair of your department with further consequences to be determined.

• Theft, damage, or potentially illegal activity will be reviewed by the Director and Department Chair with consequences to be determined.

Walk-in time and session extensions
If a studio is not booked, it can be used for walk-in time. Walk in time can be reserved in person at the booking office starting 30 minutes prior to the unbooked session time and does not count as practice time.

If you are currently using a studio that is not booked for the following session time, and would like to extend your time, you may do so 30 minutes prior to the end of your session by calling the WTD Studio Booking Office.
In the case that walk-in time and a session extension request happen simultaneously, preference will go to walk-in time (the student not currently in the studio will be given the following unbooked session time).

LAB SPECIFIC RULES

The Lab rules are designed to facilitate a creative environment in a shared space. As such, distractions to other students should be avoided at all times.

Failure to follow Lab rules will result in a warning upon first offense. Subsequent offenses will result in a meeting with an EPD Lab Manager with consequences to be determined.

• Noise should be kept to a minimum in the Labs. Please be aware of potential distractions, including conversations – and try to keep them outside of the Lab. Conversations in the lab must be kept at a whisper level.

• Cell phone use is prohibited in the Labs. Additionally cell phones may not make any noise inside of the Labs.

• Food and drink are not allowed at Lab stations.

• All students must checkout and leave the facilities by closing time. All checkout equipment must also be returned to the Equipment Room by this time.

• Equipment checked out for class must be returned when the class ends.

• Unprofessional behavior towards staff or fellow students is not tolerated.

• The Lab Assistant must be notified of any guests you bring to the facilities. You are responsible for your guests' behavior and observance of all rules.

• Breaks are limited to 10 minutes per hour.

• Departmental software and samples may not be duplicated or copied. These are for project use only.

• Changing the setup or wiring of any facility is not permitted. Running software installs (including firmware) is prohibited.

• Facilities must be properly normalled before checking out.

• Room or equipment reservations must be cancelled at least 2 hours before the reservation was to occur.

• Some department facilities – including the Equipment Room, A91 storage closet, and Machine Room – are restricted areas that students may not enter.
• Electronic Production and Design equipment may not be taken outside of the Electronic Production and Design facilities without special permission.

STAFF LISTING

DEPARTMENT CHAIR
Michael Bierylo

DIRECTOR OF TECHNOLOGY AND FACILITIES
Claire Steger

LAB MANAGERS
Lukas Johnson
David Vrooman

LAB MONITORS
Jamie Billings
Sam Burke
Harry Foster
Ralph Kinscheck
Arthur Sandulyak