

**The University of Hong Kong  
Journalism and Media Studies Centre**

**Digital Media Lab / EH201 / Post-Production Suite / Equipment Checkout**

**General Regulations**

**A. Digital Media Lab and EH201**

The JMSC Digital Media Lab (DM Lab), located on the ground floor of Eliot Hall, and EH201 computer lab (Eliot Hall Room 201), are available to the students taking JMSC courses. Students are free to have access to the labs **except during class time**.

The DM Lab and EH201 are open during the JMSC office hours 9:00 am – 7:00 pm. Sometimes the labs might be closed or reserved for maintenance work (you will be given advanced notice on this). In November and April, the DM Lab will open 24 hours a day, 7 days a week to accommodate the peak periods of final projects.

**B. Post-Production Suite**

The Post-production Suite is located on the Ground floor of Eliot Hall adjacent to the Student Lounge. The Post-Production Suite is open 24 hours a day, 7 days a week during the semester but may be closed during the semester breaks.

**Liability, Regulations and Conduct for Users:**

1. **Food, drink, and smoking are strictly prohibited.**
2. Users **must close** the windows at all times to guard against weather-related damage.
3. **Please back-up your files** with your own storage devices after every usage. The JMSC is not responsible for any data loss.
4. Users should use their own university smart cards to access the security doors. Users must not let others in behind them.
5. Personal belongings should not be left unattended. The JMSC will not be responsible for any loss or damage of personal belongings.
6. Games and entertainment software of any form are not allowed.
7. The user is liable for any damage to fixtures, equipment and furniture. Offenders will be penalized and payment must be made to cover all damages.
8. Reservation of seats is not permitted.
9. Users must use the computer resources in a professional, ethical and lawful manner. It is illegal to access and enter another user's computer files or e-mail.
10. The JMSC has the right, if necessary, to monitor any and all aspects of its computer system.
11. Materials that are fraudulent, harassing or otherwise inappropriate or illegal may not be transmitted, displayed or stored.
12. Download and installation of software are not prohibited.
13. Both venues are regularly monitored with CCTV for security reasons.

### **Penalties for Breach of Regulations:**

1. Breach of any above regulation may result in temporary exclusion or permanent loss of the access privileges.
2. Lending university identity/smart cards to others to gain access to the JMSC computer labs and production suites above may result in exclusion from these venues for a period of 3 months.
3. The JMSC faculty and staff members may temporarily exclude from the aforementioned rooms any person who infringes any of the above regulations or who acts in any way which may cause inconvenience to users or JMSC staff.
4. Users are responsible for the equipment and have to fully compensate for any loss or damage.

### **C. JMSC Video and Photo Equipment**

Video and photo equipment is available for checkout **only to students taking JMSC courses which require the use of the equipment** (students are required to specify the courses for which they need the equipment). Students must follow the regulations below in using the equipment.

**Equipment Loan Agreement:** All equipment must be signed out under the guidance and approval of *JMSC staff or corresponding student helpers* (the Technician). Please contact the Technician at least 1 working day in advance to reserve equipment and confirm the borrowing date and time (E-mail: [jmsctech@gmail.com](mailto:jmsctech@gmail.com)).

**Check-out and Return of Equipment:** When borrowing an item of equipment, a student should check the item for any damage and ensure all items are in working order and accessories included. Any damage and/or missing accessories should be noted on the issue form, which will then be signed by the student and the Technician. The issue form will state a specified date and time by which the equipment is to be returned. Students are advised to note this date and time carefully. The Technician will retain the issue form.

Students must strictly adhere to pick-up and return dates and times when borrowing equipment. On return, the Technician will check the item for any new damage and/or missing accessories. Assuming there is no fault with the returned equipment, the Technician will then sign and date the issue form to confirm receipt. Students are advised to ensure that this signature is added to the form and the date and time of return is accurately recorded.

The JMSC's equipment is **strictly for coursework purposes and is available only to students taking relevant courses.**

**Penalties for Late Return, Damage or Loss:** Students are to be held personally responsible for lost or damaged equipment. Students should **return equipment on time**. Every late equipment return will be recorded and reported to the student's instructor and may affect one's grade. JMSC also reserves the right to fine students HK\$100 per day for late or incomplete return of equipment.

If equipment is damaged or lost, a brief report stating the nature of the damage or incident of loss must be completed and signed by both the Technician and the student. This will then be referred to the Course Director to determine whether damage or loss is the result of negligence and whether any further action is necessary. Students are liable for the full cost of the equipment maintenance/replacement up to \$10,000HKD.