

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

Digital Media Lab / EH224 Editing Lab / Student Lounge / Equipment Checkout

Opening Hours

	Digital Media Lab (DM Lab)	EH224 (Editing Lab)	Student Lounge (The Commons)
Monday-Friday	09:00 – 21:00 (Closed on Monday for maintenance)	24 hours , 7 days	09:00 – 00:00
Saturday, Sunday, University holiday and Reading Weeks	Closed	Open	Closed

General Regulations

A. Digital Media Lab

The JMSC Digital Media Lab (DM Lab), located on the ground floor of Eliot Hall, is available to the students taking JMSC courses. Students are free to have access to the lab **except during class time**. You can view the daily schedule of the room at <https://jmsc.roombookingsystem.co.uk/overviewday>.

The DM Lab is open Monday to Friday, from 9:00 am to 9:00 pm. Sometimes the lab might be closed or reserved for maintenance work (you will be given advanced notice on this). **After the Reading Week until the end of the semester (in both semesters), the DM Lab will open from 9:00 am to 12:00 mid-night to accommodate the peak periods of final projects.**

B. Editing Lab (EH224)

The Editing Lab is located on the Second floor of Eliot Hall. It is open 24 hours a day, 7 days a week during the semester but may be closed during the semester breaks (December – mid January, June – August).

C. Student Lounge (G24)

The Student Lounge is a meeting hub for both the JMSC students and staff. JMSC staff may require individuals entering the lounge to show their university cards for identification purpose. JMSC students should use their own university cards to access. They must not allow unauthorized persons to enter with them. Inside the student lounge, users must respect the rights of other users. While interactions and group discussions are encouraged, such activities should be carried out in a manner as not to cause undue disturbance to other users. Since no JMSC staff will be around at midnight, we are asking you, the users of the lounge to take responsibility to switch off the lights and air-conditioning if you are the last one leaving, and not to leave any trash or personal belongings behind.

Liability, Regulations and Conduct for Users:

1. **No food and drinks are allowed in the computer labs. Smoking and gambling are strictly prohibited in all venues.**
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. Keep your voice down when using cell phones in the Student Lounge.
10. 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.
11. The JMSC has the right, if necessary, to monitor any and all aspects of its computer system.
12. Materials that are fraudulent, harassing or otherwise inappropriate or illegal may not be transmitted, displayed or stored.
13. Download and installation of software and other operating systems are prohibited.
14. All the 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 checked out under the guidance and approval of *JMSC staff or corresponding student helpers* (the Technician). Please use the checkout system at least 1 working day in advance to reserve equipment and confirm the borrowing date and time. If you have any questions, you can e-mail the technician at jmsctech@gmail.com.

Check-out and Return of Equipment: When borrowing any 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 approved by both 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 be saved in the checkout system.

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 approve the issue form to confirm receipt. Students are advised to ensure 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.