LNMIIT Central Library

Rules and Regulations to use **Multimedia Studio**

1. To use the Multimedia Studio, the students are required to book the space online using the link given in the library portal.
2. A booking is said to be booked when it is approved by the Administrator(s).
3. The students who have booked the space are required to meet the staff at the **Help Desk – 1** in Hall No. 1 to seek assistance in using the space.
4. If the student who has reserved the space wants to cancel it, then he/she must intimate the library by sending us an email at **multimedia-studio@lnmiit.ac.in** at least **two hours before (on MIS).**
5. The use of Multimedia Studio is limited to a maximum of one hour per day per session, unless prior approval is obtained from the library.
6. Maximum three students are allowed inside the Multimedia Studio at a time.
7. Signing the **attendance record** and resubmitting back to the person in Help Desk -1 is mandatory.
8. Students are welcome to bring their personal devices into the studio, but they must declare them at **Help Desk -1** before using them in conjunction with other equipment borrowed from the library.
9. Any external equipment that would be used by you should be safe such that it does not damage the equipment allotted to you by the library.
10. In the latter case, the contents of the memory card should be emptied into the students' laptops and final **recorded item must be saved on the PC in the Multimedia studio** and returned to the Help Desk **within the stipulated time**. Please note that such items will be issued to you using the library Management system.
11. It is the responsibility of the students to delete all their unwanted individual /personal files from the computers and/or memory cards of Multimedia Studio after diligently saving only the final one in the Computer.
12. For the purpose of setting up equipment, library personnel/ Imagination Club members will assist you in the process. It is strongly recommended not to

alter such a setup. If it is absolutely necessary to do so, it must be performed under the supervision of library personnel/ Imagination Club members.

13. If you are not aware of the working of any equipment(s), please contact the library personnel who will arrange for a walkthrough about the same.

14. Any gadgets such as Camera etc. must be returned in the same working condition as they were issued.

15. Any Electronic gadgets provided by the library cannot be taken outside the Multimedia Studio.

16. The students are strictly advised to follow all safety procedures and abide by the guidelines stipulated by the library.

17. Computers in Multimedia Studio should not be used for emailing, social media, gaming or casual borrowing. It is the duty of the student to maintain the dignity and decorum of the library. Use Google Drive to access your content in the studio

18. The library does not accept responsibility if a project is damaged or equipment does not function properly.

19. Any issues or accidents are to be immediately reported to a library staff member at the Help Desk -1.

20. The student who reserves the Multimedia Studio will be considered the primary user and is responsible for, and liable for, any damage or misuse of the equipment, regardless of the number of people using the facility along with him/her.

21. Theft will be considered as a serious offence and will result in a hefty fine and also permanent ban from the Multimedia Studio.

22. The Multimedia Studio may be used for lawful purposes only and cannot be used to create content that is:
    i. Prohibited by law.
    ii. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
    iii. Obscene or otherwise inappropriate for the library environment.

23. If you wish to make any suggestions for equipment or programs for the Multimedia Studio, please inform the staff at Help Desk-1

24. The Multimedia Studio is an evolving resource; therefore, these guidelines are subject to change without notice.

25. The library reserves the right to refuse a student's request to visit the Multimedia Studio, as well as suspend or ban a student from the area.

26. There will be a nominal **non-refundable** fee of **Rs. 25**/- per booking session just to cover the overhead costs and studio maintenance. However, when someone cancels the booking, he/she can use the paid amount for future booking. .In such cases, the person is expected to provide the screen shot of the details of the payment made through UPI.

27. Payments are associated with the person's ID and will be recorded on the Library Management System. This amount is to be paid once at the beginning of their session.

28. Anyone accessing the studio for the first time must go through the tutorial video to access the issued equipment.

29. A Library Staff will examine the condition of the equipment at the end of every booking and will report any damage to the Librarian and Imagination Club members

30. A checklist of issued equipment must be signed by the user who has booked the slot and it must receive an OK remark at the end of the session by the Library Staff after examining the equipment.

31. The user must declare the personal belongings that he/she chooses to bring inside the studio.

Timings of Multimedia Studio
Monday to Saturday
9.00 am to 6.00 pm.
On Sunday from 10:00 am to 1:00 pm.
Closed on Holidays
For further information, contact
multimedia-studio@lnmiit.ac.in