



MEDIA LAB EQUIPMENT AND FACILITIES POLICY

All Towson University students who use EMF equipment and/or facilities agree to follow the standard procedures stipulated by this policy.

EMF ID Cards

Students must present their valid EMF ID Card each time they check out equipment or use EMF facilities. No other ID will be accepted. NO EXCEPTIONS!

EMF IDs may be obtained in the equipment cage (MC 007) Monday – Thursday 10:30am-12:30pm and 2pm-3pm during the first five weeks of the term by presenting a valid Towson photo ID (your OneCard), passing a written policy test, and presenting proof of production class¹ enrollment; validation of enrollment is obtained via Media Lab staff checking the database for production class enrollment. Students must provide a valid address, telephone number and email address. Students who intentionally furnish false information are in violation of the University's code of conduct and will be judicially referred. Additionally, they will have the EMF cards confiscated and be made delinquent for a period of three business days after the valid contact information has been received.

Testing times and locations may vary and will be abbreviated after the first five weeks of the semester.

The EMF ID is good for the duration of the student's time at Towson University but will need to be validated each semester by signing the ML agreement after course enrollment verification. A semester sticker will be applied to the ID to show the student's validation.

Should violations of policy occur, students are required to surrender their EMF ID upon request by Media Lab (ML) Supervisor, ML Assistant Supervisor, or ML staff. Students may pick-up their IDs from the ML at the conclusion of their delinquency.

EMF Cards are non-transferable. Students should not loan their EMF card to others. If a student is caught lending their card to another person, the EMF card will be confiscated and the student will be made delinquent for a minimum of four full business days. This violation may also result in a judicial referral.

¹ Students participating in a directed study who require equipment and/or facility use must meet with their full time faculty advisor and the ML supervisor to discuss access.

If an ID is lost or stolen, students must make an appointment with the ML Supervisor to get a replacement ID and pay a \$15 fee.

IDs left in the equipment cage for longer than one week will be destroyed and students will be responsible for its replacement.

Delinquency

If a student violates a policy he/she will be considered “delinquent.” This means the student will not be allowed to use EMF equipment or facilities until the conclusion of their delinquency period. In addition to not being allowed to use equipment or facilities, all future reservations the student has made will be canceled. Students must surrender their EMF ID card to ML Staff and Supervisors at the time of the violation or discovery of the violation. EMF IDs will be held in the ML during the time of delinquency and will be returned to the student at the conclusion of the delinquency period.

Students that use facilities while delinquent will be made delinquent for an additional 30 days.

Delinquency durations vary. Consult the policies stated in this document for more information on delinquency duration.

Equipment

Students who borrow EMF equipment may only use it for academic purposes and only for the faculty-approved projects that are part of their course assignments. Students must return the gear in the same condition as when they checked it out and must return it on time. In the case of negligence, abuse, or mishandling, the student is liable for full repair, or the replacement cost, of the damaged equipment.

Returning Equipment Late

Regardless of the type of equipment checked out (e.g. cameras, audio recorders, mboxes, accessories, etc.), late fees will be charged for equipment returned after the time allowed by the initial reservations:

\$10.00 per item* per day.

*An item is any one single resource checked out. A kit is considered 1 item.

Fees will continue to compound in this manner until the value of the equipment is reached or it is late for one week. At that point, the student will be charged for the cost of replacing the equipment including shipping and may be made delinquent for an extended period of time.

The third time a student is late returning equipment, he/she will be delinquent for two full business days, his/her EMF card will be confiscated and all future

reservations will be cancelled in addition to having to pay the late fee.² The fifth time a student is late returning gear, he/she will be made delinquent for five business days. Each late return beyond the fifth time will result in the student being made inactive for a minimum 6 business days, and the possibility of being made delinquent for the remainder of the semester.

Equipment cannot be checked out to any student with outstanding fines until said fines are cleared.

Studio & Equipment Misuse/Cross use

Studio & Equipment Misuse is using any VML equipment and/or studios for anything other than the specific course work the gear or studio is assigned to. Cross use is using gear specified for one particular course to complete projects in other courses.

Students who borrow any EMF equipment or use any EMF studios may only use them for academic purposes and only for the faculty-approved projects that are part of their course assignments. Examples: A student in Documentary cannot use the documentary package to complete assignments in Directing. A student with TV studio access cannot use it to complete assignments for courses that do not have TV studio access.

Each time a student misuses EMF Equipment that student will be made delinquent for 10 full business days. Three infractions will result in the students losing their ML rights for 45 full business days or the remainder of the semester. Which ever comes first.

Repossession Fee

There is a \$15 fee for repossession of equipment left unattended.

Broken/Missing/Damaged Equipment

The student user is responsible for any and all damages to the equipment while checked out in his/her name. "It was this way when I got it" is NOT an acceptable excuse and the student will be charged for replacement of the broken/missing equipment.

Students should check their portable equipment in the Equipment Cage before they sign their loan agreement. If a problem is found at that time, the ML will make every effort to fix, replace, or note the condition on the checkout form before the student

² Example: The student's equipment was due back Friday at noon but was returned at 1pm. The student's EMF Card is pulled and will not be available for the student until Tuesday. The day the card is taken, Friday, does not count as a FULL business day. So, Saturday and Monday are the days the student is delinquent. We are not open on Sunday therefore it does not count as a business day.

leaves. If the student does not take the time to test or check their portable equipment, they are assuming responsibility for any damage that is found when it is returned.

Broken or missing equipment with a monetary value less than \$25 will result in the student being made delinquent until he/she has paid all fines, in full. The student will receive a written violation citing the broken/missing equipment. Three violations of this manner will result in the student being made delinquent for a period of time to be determined by the ML Supervisor based on the severity of the issue(s).

Broken or missing equipment with a monetary value greater than or equal to \$25 will result in the student's EMF card being confiscated. He/she will be made delinquent for a minimum of two business days, and all his/her future reservations will be canceled. The delinquency will continue until the issue has been resolved and the student has paid all fines, in full. If the equipment was broken due to student misuse, the student will not be able to use that type of equipment for the remainder of the semester or until he/she can prove (through applicable equipment testing) that he/she knows how to correctly operate the equipment and all fines have been paid.

In the case of broken or missing equipment resulting in a monetary value greater than or equal to \$50, an itemized estimate of the cost of repair, and/or replacement, and fines will be submitted to the review committee to keep on file. A copy of this report is available to the student. The student must pay the charges, in full, to the ML Supervisor or ML Assistant Supervisor via cash (correct change only), money order, or certified check made out to Towson University and may be subject to additional delinquency time (determined by the ML Supervisor and/or the ML Assistant Supervisor) based on the severity of the damage. Once the two day delinquency period is over and all fines have been paid, the student's EMF card will be returned and ML privileges restored.

Honesty by the students in regards to broken/missing equipment is important. Attempts to deceive the staff about the conditions and/or circumstances of the damage are a violation of the University's and COFAC's codes of conduct policies and may result in the student being judicially referred.

If a student returns equipment with residue left by using improper means to adjust/support gear, the student will be charged a \$15 cleaning fee per piece of equipment. Gaffers tape (available for purchase in the ML cage) is the only material students should use on equipment. Other tape and means, including duct tape, are not safe since they are potential fire hazards and ruin equipment when used repeatedly. If a student is caught using material other than gaffers tape or there is sufficient evidence that a student has used material other than gaffers tape on EMF equipment, the student's EMF card will be confiscated, he/she will be made

delinquent for two business days, and all his/her future reservations will be canceled.

Students who return light kits with burned out bulbs will not be charged for the replacement of the bulb unless the bulb was damaged due to student misuse/abuse.

Stolen Equipment

Any student who loses equipment or has it stolen must submit a written, signed and dated statement describing the conditions in which the theft occurred. Additionally, students must file a Baltimore County Police report or an equivalent report with the police department in the town or precinct where the incident occurred. A copy of the police report must be submitted in conjunction with the student's written statement. Failure to submit these two reports to the review committee will be considered negligence and make the student fully responsible for the entire cost of the stolen equipment.

An itemized estimated cost of the replacement of the equipment along with an additional fines will be submitted to the review committee along with the student's written statement and police report (if applicable). A copy of this report will be provided for the student. If the review committee concludes that the theft occurred due to student negligence the student will be responsible for the full cost of replacement and applicable fees/fines including the cost of standard shipping and will be made delinquent for an appropriate period of time based on the severity of the issue (to be determined by the review committee). The student must pay the charges, in full, to the ML Supervisor or ML Assistant Supervisor via cash (correct change only), money order, or certified check made out to Towson University. Once all fines have been paid and the delinquency period has concluded the student's EMF card will be returned and ML privileges restored.

Reserving Equipment

In order to reserve and check out equipment students must have a validated EMF Card. Cards must be validated each semester by passing a test about ML policy and presenting proof of enrollment in an EMF production course.

Equipment reservations can be made up to 30 days in advance. Reservations are limited to availability and students may only check out one type of equipment per reservation³ and are limited to one reservation a day. During times of high demand, students will only be allowed to check out equipment once a week and should plan their projects accordingly.

³ Example: A student may check out a light kit, camera, and shotgun microphone with boom pole. But, checking out two cameras or two light kits, etc. is not allowed.

Portable equipment reservations may not be made over the phone and are non-transferable. Equipment and facilities must be picked up and returned by the student who made the reservation.

Equipment may be reserved for a maximum amount of 23-hours Monday through Thursday and for a maximum amount of 72-hours on Friday. Students may pick up their reserved equipment at the equipment cage (MC 007) between 1pm and 8pm Monday through Friday and during operational hours on Saturday. Equipment is due back the following day no later than 12pm (noon). Students who reserve equipment on Friday do not have to return the equipment until Monday before noon.

At 8pm all equipment reservations that have not been picked up will be canceled.⁴ The unclaimed equipment will then be available for students to check out (first come, first serve) from 8pm – 9:30pm.

Equipment Checkout

Towson University EMF staff has the right to test the student's knowledge of the equipment and has the right to refuse the release of equipment to students who cannot demonstrate their ability to operate the equipment properly.

During each checkout the student signs a checkout form agreeing to the following:

- The student will use the borrowed equipment only for academic purposes and only for faculty-approved projects as part of his/her course assignment.
- The student received the equipment in good condition (unless otherwise noted on the form).
- The student accepts responsibility for the security of the equipment and accepts liability to loss, non-return, damaged or confiscated items left unattended.
- The student will keep the borrowed equipment secure and protected from excessive heat or cold, excessive moisture, dust and shocks (i.e. equipment should NOT be left in a car all day or overnight).
- The student will not make any changes alterations, modifications or repairs to the equipment.
- The student will pick up the borrowed equipment by presenting their EMF ID and will pick up equipment between 1pm and 8pm Monday through Friday or during operational hours on Saturday.
- The student will return the equipment by the agreed date and time, stipulated in the signed check out form. (In the case of non-

⁴ Any student who allows his/her reservation to expire will be subject to the consequences stipulated in the "Expired Reservations" section of this policy located on page 11

compliance the student agrees to pay the appropriate fines as indicated in this policy).

- The student will advise the ML at (410) 704-2592 of any change in his/her contact information within 24 hours of such change being effective.
- The student will advise the ML immediately at (410) 704-2592 of any damage or loss and will submit the required written statement⁵ describing the situation in which the damage and/or loss occurred.
- If it is determined by the review committee that damage or loss of equipment was caused by student negligence, the student will pay EMF the full replacement cost or cost of repairs of the checked out equipment including the cost of standard shipping rates. The student loses the right to use any EMF equipment until the outstanding case is resolved.
- In the case of theft not caused by student negligence, the student will be exempt from paying for the equipment, as long as a police report is submitted together with the written statement describing the event.⁶
- In the case of a natural disaster, the student shall provide corroborating documentation. The Review Committee will resolve any disagreements.

Students who encounter problems after checking out the equipment must report all malfunctions, broken equipment and/or technical difficulties at the time they return the equipment to the ML and must show the ML staff the problem using the same equipment they used in the field. The student should immediately submit a written statement describing the conditions in which issue(s) occurred to the ML Supervisor or ML Assistant Supervisor. If proved that that student used the equipment properly, the student will not be held responsible for the normal wear and tear of the equipment as long as the issue is brought to the ML's attention.

Equipment Check-In

When equipment is returned to the equipment cage a lab aide must check it in. Students returning equipment should present their EMF ID and be present throughout the duration of the check in. Equipment should be returned in an orderly fashion similar to the state in which it was received and free of foreign materials. Students who return gear in a disordered state will be asked to organize the equipment and will be cited a violation for mistreating equipment.

⁵ Students who return equipment that is malfunctioning or damaged must submit a written statement describing the conditions in which the problem occurred. If proved that that student used the equipment properly, the student will not be held responsible for the normal wear and tear of the equipment as long as the issue is brought to the ML's attention.

⁶ Failure to submit these two reports to the review committee will be considered negligence and make the student fully responsible for the entire cost of the lost or stolen equipment.

Any problems or issues the student had with the equipment should be reported during the check in. If a problem or issue is found by the lab aide that has not been reported by the student, the student will be held responsible for the damages/missing equipment.

Returned equipment cannot be checked in until all gear is present and accounted for. If equipment is checked in with pieces missing, the student assumes financial responsibility for the replacements.

While students may have someone else return equipment on their behalf it is not advised. Financial responsibility for the equipment will remain with the student who checked it out regardless of who returns it. Students who return equipment on someone else's behalf may not dispute fines or fees placed on the borrower's account.

Facilities

All facilities (editors, studios, etc.) must be "picked up" within ten minutes of the reservation start time otherwise the reservation will be canceled and the facility will be available for other student use. Students must give the lab aide on duty their EMF ID in order to use the facility. Students may pick up their EMF ID from the ML cage (MC007) at the conclusion of their session. Only EMF IDs will be accepted for facility use. Students may not use any other form of identification. No exceptions.

Students working in groups must all have validated EMF IDs to be allowed access to the Media Labs, and ALL students that will be in the facility must leave their ID. Students who do not have validated EMF IDs will not be allowed in the labs with the exception of performer students enrolled in EMF 486.

All reservations must conclude five minutes before the Media Labs close.

Students must check in for their reservation by going to the ML (MC 007) and producing the EMF Card for the ML Staff. Students who fail to check in for their reservations at the ML and who, instead, proceed to use the facilities will lose their EMF IDs and ML privileges for a minimum of two business days.

Any student who allows his/her reservation to expire, due to no show, will be subject to the consequences stipulated in the "Expired Reservations" section of this policy located on page 11.

Like portable equipment, facility reservations and checkouts are non-transferable. Students who check out facilities must be present at all times. Students may not checkout a facility and then pass the use of it off to someone else.

Students are responsible for the equipment and presentation of a space while it is under their reservation and are financially responsible for any damaged, tampered, altered, lost or stolen equipment. Facilities should be returned to their organized arrangements with no trash, papers, or tapes left behind. If a student leaves the facility in an unacceptable condition or is not using the facility/equipment properly, the student's EMF ID will be confiscated, the student will be made delinquent for two full business days and all future reservations will be canceled.

Facility reservations can be made up to two weeks in advance. Reservations are limited to availability and must be made in person. Students are limited to four-hour sessions and may only use facilities eight hours per week per production course.⁷ During times of high demand this rule will be strictly enforced.

Due to thefts and frequent damage the ML cannot guarantee firewire at every station and recommends that students bring their own firewire cables to the lab. Other cables/equipment compatible with all student hard drives are not provided by the ML. The ML will provide firewire 800 (9 pin) connections only.

Facilities Available for Student Use

The EMF department functions mainly out of the Media Center on Towson University's campus. The department's facilities include classrooms, editing suites, and recording studios, not all of which are available for student use.

The television studio is subject to availability. Students who wish to reserve and use the TV Studio must pass a short practical to show they can operate the facility properly. All practical tests are by appointment only. Any student who reserves the space must clean it up at the conclusion of his/her session and be out of the studio within a half hour of the start of a class. Students enrolled in the following EMF courses may use the television studio, when available, during ML operational hours: 351, 371, 373, 375, 380, 437, 455, 461, 462, 473, 481, 485, 486 and certified WMJF members. Students that do not leave the studio clean and properly put back in order will be made delinquent for a minimum of 2 full business days and a maximum of 10. Second offenses will result in the complete loss of studio access for the remainder of the semester. For WMJF the first offense will result in the cancelation of their next show. The second offense will result in the cancelation of the show for the remainder of the semester.

EMF's recording studio, located in MC006, is also a classroom and subject to availability. Students may not reserve the space on evenings when classes are held. The space must be cleaned at the conclusion of the student's session and students must be out within five minutes of closing time. Only students enrolled in EMF 365,

⁷ If a student is enrolled in one production course they are allowed to use the labs for a total of 8 hours per week. If the student is enrolled in two production courses they are allowed to use the labs for a total of 16 hours per week.

and Department approved Direct Studies may use this facility. Students that do not leave the studio clean and properly put back in order will be made delinquent for a minimum of 2 full business days and a maximum of 10. Second offenses will result in the complete loss of studio access for the remainder of the semester.

There are ten ML Editing Suites equipped with dual monitors and a miniDV deck located in the ML (MC 008) available for student use during ML operational hours. These stations do NOT have ProTools or Internet access. Only students enrolled in the following EMF courses may use these facilities: 221, 222, 275, 340, 367, 370, 373, 375, 380, 403, 437, 455, 461, 462, 470, 473, 476, 485, 486, 487, and 495, 498 and 499.⁸

There are four ML editing stations in MC 008 that are NOT equipped with a deck, but do have Final Cut Pro and ProTools. In addition to these stations there is a Voice Over Suite that are available for all EMF students enrolled in a production course. These stations do NOT have Internet access and may only be used during ML operational hours.

There are four Audio Suites capable of recording and editing located in MC 209 and MC 008 available for student use during ML operational hours. These stations do NOT have Final Cut Pro or Internet access. Only students enrolled in the following EMF course may use these facilities: 265, 360, 365, 366, 375, and 421. Students that do not leave the studio clean and properly put back in order will be made delinquent for a minimum of 2 full business and a maximum of 10, depending on the severity of the incident. Second offences will result in the complete loss of studio access for the remainder of the semester.

MC 201a is a classroom computer lab, equipped with both Final Cut and ProTools, that is only available as overflow during times when the room is not in use by a scheduled course. Any EMF student enrolled in a production course may use these computers if a station is not available for them to use in the ML/Audio Suites.

There are two HD Suites capable of HD operation located in downstairs hallway. These stations are available during ML operational hours to students enrolled in the following EMF courses: 437, 473.

Food and Drink

Food and drinks are strictly prohibited from any of the labs, studios or workstation with the exception of water in a closable container. Any student found with unpermitted food and/or drink must leave the lab, studio or workstation immediately. He/she will be given a written violation and will have his/her reservation for that day canceled. He/she will not be allowed to use any of the ML facilities for the remainder of the business day. Students who violate this policy

⁸ Students enrolled in EMF 495, EMF 498 or EMF 499 must have faculty and ML Supervisor consent in order to use the facility.

three times will have the EMF ID confiscated, be made delinquent for two days and have all their future reservations canceled.

Hard Drives

All students using an editing/recording facility must use an approved firewire drive to store their files on at all times. Saving/writing files to the department's computers is not acceptable. If a student's drive will not allow him/her to save directly to it, he/she, most likely, has a non-approved drive that does not have the proper rpm.

Students must supply their own drive. Acceptable drives have an 800 firewire connection, spin at a minimum of 7200rpm, are not partitioned and are compatible/formatted for Mac Operating Systems only. Drives with bus power are not recommended. The ML does not provide technical support for unapproved drives.

Thumbnail drives, flashdrives, or drives using USB, USB2.0, or USB3.0 are NOT acceptable.

Hard Drives with Fingerprint Access Control are NOT supported. These drives require additional software to be installed on the computer. Students who purchase these drives will not be able or allowed to use them on any EMF computer.

Students caught using an un-approved hard drive or saving/writing directly to the computer must leave the facility immediately. Their EMF card will be confiscated and they will be made delinquent for two full business days. In addition, students will not be allowed to use the facilities until they show they have supplied the proper hard drive.

For additional help selecting a hard drive, please see the bulletin board located in the ML lounge in MC 008 or go online to www.towson.edu/emf.

Headphones

It is the responsibility of the student to supply his or her own headphones. The EMF department does not supply headphones in editing suites, audio labs or with equipment. All students using the EMF editing suites must use headphones.

It is recommended that the student do research and purchase headphones of high quality. Low quality headphones will not allow you to mix or record properly, as certain frequencies will be inaccurate causing your recordings to sound "bassy" or "tinny." These will be the headphones you use for all field audio and studio recording and mixing sessions, so choose carefully.

** Full size stereo headphones that fit around or on your ear, and do not have emphasized bass or noise cancelling are strongly recommended. **

Other factors to consider:

- Full range frequency response (as flat a line as possible in the frequency response)
- Comfort - make sure they rest lightly and comfortably on the ear, creating a controlled environment for better sound.
- Connectivity - ability to either use ¼" or 1/8" (3.5 mm) connectors (may need adapters)
- Cable length - longer is better, so you have slack while moving. Some headphones will allow you to choose between coiled or straight-length
- Portability – Can they fold? There might be a trade-off between the portability and comfort of the headphones.

Personal Property

The Media Lab is not responsible for the personal property of students. Students are not allowed to leave their belongings unattended in any of the ML facilities. ML staff are prohibited from accepting personal belongings from students and may not ensure their wellbeing for any duration of time.

Expired Reservations

If a student allows his/her reservation to expire due to no show, his/her account will be made inactive for two full business days. All future reservations will be canceled at that time. If a student cannot use his/her reservation, he/she MUST cancel it via phone or in person. This policy is applicable to both equipment and facility reservations.

Items For Purchase

There are several items students may purchase directly from the ML for their convenience. These items include recordable CDs, DVDs, miniDV tapes, gaffer tape and, upon request, 16mm film. Prices vary and are posted in the ML cage. Students who wish to buy such items must provide correct change for purchases. Checks made out to Towson University will only be accepted if the purchase is more than \$20.

Paying a Fine

If a student acquires a fine from late fees or missing or broken equipment, he/she may pay the fine via correct cash, money order, or certified check made out to Towson University. Fines less than or equal to \$49 may be paid at a ML (MC007) to any Lab Aide on duty who will produce a receipt for the student upon request. All fines greater than or equal to \$50 must be received by the ML Supervisor or Assistant ML Supervisor. The ML Supervisor or ML Assistant Supervisor will give an itemized receipt to the student as well as keep a copy of the receipt for records.

Disputing a Fine/Delinquency

If a student wishes to petition the department to dispute his/her charges, he/she must request an appointment with the Review Committee⁹ through written correspondence with the ML Supervisor or ML Assistant Supervisor who will make arrangements to convene the committee at their earliest possible convenience. All delinquency charges and fines will be considered applicable and valid until the Committee has reached a decision.

The Review Committee will consider the student's written statement, the police report (if applicable) and/or any other documentation submitted by the student and listen to the student's oral explanation of events. Oral testimony of witnesses may be offered to corroborate events. Failure on the student's behalf to check equipment before signing it out is not a valid excuse and the student will be held financially responsible for all missing/broken equipment.

The Review Committee will make the final decision about the student's liability within a few days of meeting.

Civility Code

The College of Fine Arts & Communication expects all students to exhibit and practice civil behaviors that exemplify:

- Respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations.
- Taking responsibility for one's choices and actions.
- Delivering correspondences (verbal, nonverbal, written or electronic) with respectful language.
- Accepting consequences for one's inappropriate choices and actions.

The use of offensive, threatening or abusive language, writing, or behavior is not tolerated and may lead to academic dismissal from the university. Students who do not comply with the college's civility code in the Media Labs will be given a violation and be subject to delinquency at the ML Supervisor's discretion.

Further information about civility conduct can be found in Appendix F of the University Catalog and the EMF website.

Chronic Violations

Repeat offenders of any policy are subject to additional disciplinary action. If a student violates policy more than five times in a semester (including being more than a half an hour late when returning equipment), the student will be considered a

⁹ The Review Committee consists of the ML Supervisor, the ML Assistant Supervisor and the Chair of the EMF Department at a minimum. Equipment specialists and/or other faculty and staff members may be asked to sit on the committee for certain cases.

chronic violator and will have his/her EMF card confiscated, be made delinquent for six full business days, and have all his/her future reservations canceled.

The eighth time a student violates policy he/she will be subject to losing their ML privileges for an extended period of time (with a minimum of twelve business days), which may include the remainder of the semester. The student's EMF card will be confiscated and all his/her future reservations will be canceled. The Review Committee will determine the exact duration of the delinquency after examining the student's violation history and professional conduct.

Weapons Policy:

To promote a safe and secure campus, Towson University prohibits the possession or control of any weapon while on University property. The term weapon includes any potentially dangerous object or substance or replica thereof. The full policy can be found at this link:

<http://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf>

EMF Google Group List Serve:

All EMF students are required to join the EMF Google Group List Serve at <http://groups.google.com/group/TowsonEMF> (Copy and paste this URL into your Web Browser). This will guarantee that you receive daily postings regarding digital media, video, film, and audio production topics including festivals, special screening, guest speakers, film/video crew needs, internships, and jobs.

Use this email address (TowsonEMF@googlegroups.com) to post your own messages to the group. The main page will also archive all posts. Instructions:

1. Create a user account and password, and be sure to use the email to which you prefer receiving mail. (You only need to sign up once and you'll continue to receive EMF Google group emails.)
2. Select one of the three Email options for reading the group messages:
 - a. Abridged Email (No more than 1 email per day) --Summary of new activity each day.
 - b. Digest Email (About 1 email per day) --Up to 25 full new messages bundled into a single email.
 - c. Email (About 1 email per day) --Best way not to miss important info as you get every message sent as it arrives.

Notifications

Announcements and notifications of changes in policy or business hours will be made on the doors, bulletin boards in the Media Center, and online at www.towson.edu/emf. Students should make an effort to read these signs and

online notices to keep themselves updated especially when nearing a semester/holiday break as checkout procedures and hours of operation are likely to change.

Updated 1/27/2012