

Studio G Policy

Studio G is available to enrolled students on a first-come first-served basis. This specially-equipped space is not to be used as a study room or simple quiet computing workstation. Patrons requiring the use of the multimedia applications in this studio are given priority. The checkout period for the room is 2 hours/day/person. The overdue charge is \$1 per hour, maximum \$10 overdue at which time the item is considered LOST. There is a non-refundable \$35.00 replacement fee if the key is LOST.

MAXIMUM OCCUPANCY: 4 people	MINIMUM OCCUPANCY: 1 person
EQUIPMENT: Camera Dual Cloned Monitors Microphone	Scanner (HP Scanjet 8300) Speakers Webster White Board (Graphics Tablet mounted on the wall)
SOFTWARE: Adobe Acrobat 8 Pro Camtasia Studio 5 CorelDRAW Graphics Suite X4 Creative Live! Muvee	Roxio Roxio Creator DE ScanSoft PaperPort 11 SightSpeed Webster 3.5
Microsoft Office : FrontPage 2003 Access 2007 Excel 2007 Groove 2007 InfoPath 2007 OneNote 2007	Outlook 2007 PowerPoint 2007 Publisher 2007 Word 2007 SharePoint Designer 2007



RESERVATION/CHECKOUT PROCEDURES:

To inquire about room availability, please see the Circulation Desk. Reservations may be made by submitting a [form](#).

The key must be picked up in person at the Circulation Desk and signed out by the assignee with members of the group present.

All personal books, papers, and other belongings must be removed and the key returned to the Circulation Desk within two (2) hours of sign-out or an overdue fine will be charged.

Lock door securely and turn off lights and equipment when leaving the room.

Please return your key directly to a staff member at the Circulation Desk to ensure its prompt check-in.

GUIDELINES FOR USE:

The assignee is responsible for the key and condition of the room.

Food is not permitted.

The room is not soundproof. Please be considerate.

Do not leave the room unattended.