

SUTD Library Self Service-Recording Studio
Office of Digital Learning
Version

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Version Control

Date	Version	By	Details

Introduction

The Self Service-Recording Studio is a quick and easy to use facility for audio visual recordings, without needing any complicated equipment or in-depth training to support content creation. It is available for use for the SUTD Community. Some of its uses includes videography meant for official SUTD work and recordings for SUTD-related projects and assignments such as course related projects and 5th Row.

Do note that Self-service Recording Studio does not provide a professional recording environment.

Please also note that musical recording is not recommended as the facility is not soundproof. If you need to do professional sound or video recordings, please use the Academic Media Studio at Building 5, level 7.

The purpose of this policy is to provide the boundary for acceptable behaviours and guidelines when using the Self-service Recording Studio.

Operating Hours

The Self-service Recording Studio is available for booking within SUTD Library operating hours. Please refer to the SUTD Library's website for the latest operating hours.

Booking

The Self-service Recording Studio can only be booked by SUTD Faculty, Staff, Researchers and Students through the SUTD Library's website booking system. Booking is limited to 2 hours per session.

Studio Time

Users are expected to arrive and leave according to the period that is booked.

Studio Setup

Users must return the studio furniture/equipment back to its original arrangement as stated in the user guide.

Using the Studio

Users must make a booking before using the Self-service Recording Studio.

When using the Self-service Recording Studio, please note that:

- All students must read the user guide before using the equipment.
- Check and report to the Library of any damage to the equipment or issues encountered.
- The Studio is always under CCTV Surveillance.
- Book only the duration required (to give others an opportunity to use the space).
- Do not unplug any equipment from the studio setup.

- Do not plug in any AV equipment into the studio setup (the module has been programmed and will not work otherwise)
- Eating and Drinking (uncovered drinks) are not permitted.

Misuse of the Studio

- Any misuse of the studio will result in users being asked to vacate immediately and having their right to book the studio revoked.
- The Library reserves the right to deny any bookings.
- Any damages due to negligence will be borne by the users of the studio at the time of use.