

Faculty Media Center Studio Guidelines

Here at the Faculty Media Center we strive to create a supportive and equitable studio space for all visitors. In order to provide you with the best level of service, we developed the following policies to help ensure your time spent with us is successful.

- Time Limit: To maximum studio availability, FMC offers 3-hour maximum reservation windows. *(You may request longer sessions or extend your session if there are no other bookings in the studio).*
- File Storage: Files are stored on our systems for 1 academic term. At the beginning of each new term, files from the previous term will be deleted. Make sure to safely transfer, save and backup your data - we recommend OSU's cloud-storage "My Media" in Kaltura. Box works, too. A secondary backup on a personal hard drive is another solution.
- Studios are designed to host multiple, concurrent recording sessions. You may be working alongside other FMC visitors. Revel in our collaborative spirit!
- Online Studio Calendars are for GENERAL PLANNING ONLY. Please call or submit a request to confirm availability.
- There is No Fee to access the studios & support available at the Faculty Media Center.
- Faculty Media Center is available only to OSU faculty/staff working on OSU-related work.
- FMC studios and services are not available for OSU staff or departments and/or off-campus entities performing media production work on behalf of faculty or departmental clients.
- While the FMC studios are designed to be flexible, client-provided audio/video equipment, e.g. cameras, microphones, lights, may not be used independent of FMC installed systems.
- Please feel free to use you own laptop/tablet to connect to FMC recording systems for presenting your content. We also have Dell touch-screen tablet/laptops available for use.
- ***PLEASE NOTE:** Due to a content protection compliance standard called HDCP enforced by Apple, devices such as iPads and Macbook laptops are likely incompatible with FMC studio recording technology. Sorry for the inconvenience.
- FMC is a Do-It-Yourself resource. We provide the space, tools and educational consulting services to help you complete your project. We do not provide full service production, script writing, editing, design, etc.
- We are not responsible for technical or operational errors that result in a loss of recorded media.
- We are not responsible or liable for any content created in our facility. As the creator of your content, you assume ownership and liability for any media produced at the Faculty Media Center.
- Content created at the Faculty Media Center may be used and/or repurposed for promotional use by FMC staff.
- It is the responsibility of our clients to obtain any and all required legal permissions related to:
 - [Model Release Forms](#)
 - [Audio Visual Recording in an Educational Setting](#)
 - [FERPA](#)
- By creating content in the Faculty Media Center, you acknowledge that it does not violate any of Oregon State University's [policies, rules and regulations](#) including but not limited to those pertaining to: [Accessibility](#), [Privacy](#), [Copyright](#), [Acceptable Use](#), [Information Security](#), and [Discrimination & Harassment](#).
- Information about [Intellectual Property](#) at Oregon State University