

SMFA VIDEO & DIGITAL MEDIA STUDIO

POLICIES AND PROCEDURES

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The Video & Digital Media Studio is a dynamic, multi-purpose studio that supports a variety of disciplines. It is a busy classroom, but outside of class meetings, it is an excellent workspace for a number of digital and physical media.

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STUDIO ACCESS

The Video and Digital Media Studio is open when the 230 Fenway building is open, except when a class is in session. A current class schedule is posted on the door of the studio.

Keycard access is granted through the following authorization methods:

- In-class orientation as part of a course.
- Individual authorization session with the Studio Manager.

Access to the studio may be revoked if policies are not adhered to. See [SMFA Studio Policy Violation Guidelines](#) for more information.

STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

While you are encouraged to ask questions, you are responsible for completing your own work.

Do not attempt to store artmaking materials, personal items, or finished artworks in the studio.

CLEANLINESS

There is no food allowed near computers. Food is permitted at the discussion table only. Drinks are allowed in closed containers.

Leave all sections of the studio in a clean and functional state.

- Clean up all artmaking materials, personal items, and trash before leaving the studio.
- Media Stockroom equipment should not be left for others to put away.
- Return the movable walls, projector cart, rolling ladder, and furniture back to its original location.
 - Refer to the layout on the first page of this document or to the poster on the wall to make sure everything is put back correctly.
- Do not unplug, remove, or relocate any equipment.

Make sure to back up all your files and log out of your account when you're done working. There is no guarantee that your files will still be there the next time you use a computer.

STUDIO SAFETY AND EMERGENCY PROCEDURES

In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

IN CASE OF INJURY

Inform the Studio Manager, faculty, or Studio Monitor. They will contact TUPD and file an Incident Report if needed. In the case of a serious emergency, call TUPD immediately **617.627.6911**.

First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is not required in this studio.

SAFETY PROTOCOLS AND HAZARDS

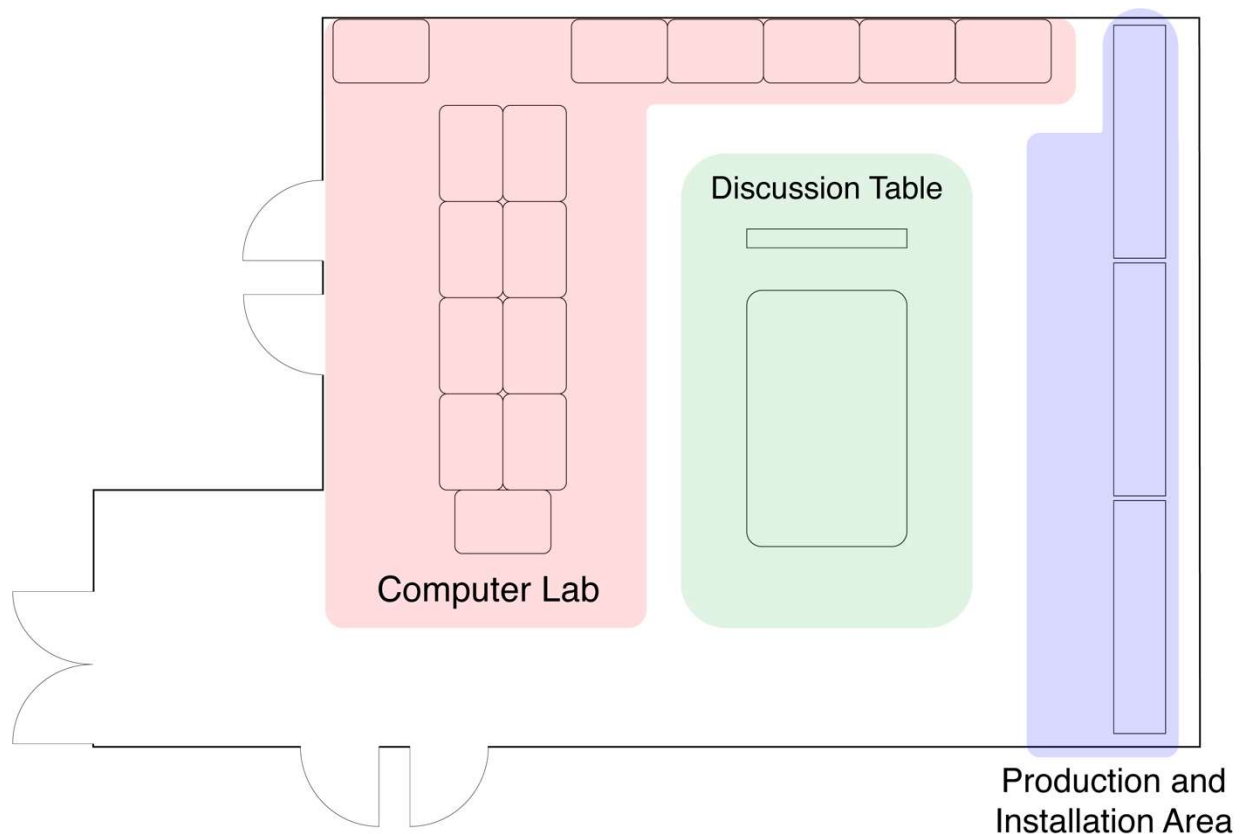
The Video & Digital Media Studio is a low hazard studio. However, there are still some important safety protocols to keep in mind when working in the studio:

- Do not hang anything from the ceiling pipes without Studio Manager permission.
- Complete the Tufts online ladder training before using the rolling ladder.
 - Scan the QR code printed on the ladder signage for a link to the training.
- Use caution when moving the movable walls. They can tip over.
- Make use of sandbags when using light stands or c-stands.
- No food or drink near computers!

STUDIO CAPABILITIES

STUDIO LAYOUT

The studio is divided into three sections: *Computer Lab*, *Discussion Table*, *Production and Installation Area*.



COMPUTER LAB

- 15 iMac computers arranged in a lab format for software instruction. A variety of software is installed on the computers to support video post-production, 3D rendering, virtual reality, and other digital practices. A classroom projector and speakers are connected to a teaching station.

DISCUSSION TABLE

- Great location for presentations and discussions. Outside of class meetings, the table can be a convenient place for working on a laptop. Clubs and collaboration groups are welcome to use this space for meetings and small screenings.

PRODUCTION AND INSTALLATION AREA

- This area is customizable and designed to facilitate both video production and multimedia installation experiments.
- There are three movable walls that can be used to either help create videography sets or for video installation.
- A chroma key green wall is available for shooting green screen footage.

STUDIO EQUIPMENT

If you believe that any equipment in the studio is malfunctioning, or have any equipment related questions please reach out to the Studio Manager.

COMPUTER LAB

- Computer Hardware:
 - 27-inch 2021 iMac w/ Retina 5K display
 - 3.6GHz 10-core 10th-generation Intel Core i9 processor
 - 64GB 2666MHz DDR4 memory
 - Radeon Pro 5700 8GB
- Classroom Projector:
 - Digital Projection E-Vision 4000
 - 4K-UHD resolution
 - Laser Phosphor
 - 3,300 ANSI lumens
 - 500,000:1 dynamic black contrast ratio
 - 10-bit color processing
- Classroom Speakers:
 - Powered stereo pair
 - Focusrite Scarlett Audio Interface

DISCUSSION TABLE

- Presentation Display:
 - Panasonic Plasma Display
- Presentation Speakers
 - Pair of Yamaha MS101-4 Powered Monitor Speakers
 - 30W Dynamic Power Rating
 - 77Hz – 20kHz Frequency Response Range

PRODUCTION AND INSTALLATION AREA

- Movable walls
- Rolling Ladder
 - *You must complete the online Tufts ladder training before using this ladder. Scan the QR code printed on the ladder signage to access the training.*
- Chroma Key Green Wall
- Projector Cart:
 - Sony VPL-PHZ10
 - 1920 x 1200 WUXGA resolution
 - Laser Phosphor
 - 5,000 ANSI Lumens
 - 500,000:1 dynamic black contrast ratio
 - 8-bit color processing
 - Bose S1 Pro+ Bluetooth Speakers
 - 70Hz-16kHz Frequency Response Range
 - Battery powered – connect to power cable to charge as needed
 - Follow the directions attached to the speakers for setup
 - Contact the Studio Manager if you have a use case that is not covered in the directions.
 - Do not remove the speakers from B115

MATERIALS POLICY

Students may want to incorporate 2D or 3D physical media into their work in this studio. Experimentation is encouraged. However, some materials are prohibited.

The following materials are not allowed in the studio:

- Oil paint
- Spray paint, spray adhesive and other aerosols
- Plaster and other materials that disperse hazardous levels of dust
- Epoxy resins, and other sculptural materials that require ventilation
- Electronics soldering

In addition to the materials listed above, students are responsible for following Tufts fire code and industrial health and safety guidance.

SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.

In order to access the Video and Digital Media Studio, you must sign your understanding of and agreement to these policies using the form provided by the Studio Manager.