

Important information for users of the Graphics Workshop

1. Opening hours

1.1 We are open from 09.00-17.00, Monday to Friday during term time. During the vacations we are open from 09.00-13.00 and 14.00-17.00. Any changes to these opening times will be notified in Message of the Day.

2. Eligible users

2.1 The service is available for academic or University-related use by students and staff who wish to employ specialist graphics software in their work. The facilities cannot be used for personal or commercial projects not connected with academic work or University business.

2.2 Unlike standard pooled computer rooms, the Graphics Workshop is for users with very specific requirements, such as video editing and 3d modelling. *Priority is therefore given to those who require access to software and/or hardware not available in the pooled computer rooms.* This means that users will not normally be permitted to use workstations solely for activities such as word processing, checking email or surfing the Web. In such cases, users will be asked to continue working elsewhere, for example in a pooled computer room.

2.3 All users are required to log on with their staff/student number and password. *Those not in possession of an active Oxford Brookes University computer account will not be permitted to use the facilities.*

3. Booking a session

3.1 A session can be booked by contacting us on extension (48)4474, sending an email to graphics@brookes.ac.uk or in person at the Graphics Workshop.

3.2 A session can last from half an hour to half a day or more, depending on the project and demand for our services at the time. During busy periods, such as the last few weeks of term, we reserve the right to limit the amount of time allocated to each session.

4. Late arrival or non-attendance

4.1 Users should inform us if they are unable to attend an appointment or if they are going to be more than 30 minutes late. In order to be fair to other users, we reserve the right to allocate the machine to another person if we are not notified within *1 hour* of the time the booking was due to start. We should be contacted on (01865) (48)4474 (messages can be left on the voicemail if nobody answers the phone) or via email at graphics@brookes.ac.uk.

5. Group projects

5.1 Due to space restrictions, a maximum of three members of the group can be accommodated at a single workstation at any one time.

6. Prior knowledge/skills

6.1 Ideally, users should have basic computing skills, including familiarity with Windows (or Mac OS), using a mouse and basic file management. Some previous knowledge of the software is helpful but not essential.

6.2 We are able to provide some training to help get users started with most of the packages we offer.

7. Commissions

7.1 Graphics Workshop staff cannot carry out work on the user's behalf. Users must work on their projects themselves. However, staff are happy to provide help and guidance where appropriate.

8. User files

8.1 Users store files on our machines *at their own risk* and Computer Services cannot be held responsible for any loss or damage. Users must therefore always make a backup copy of their files before leaving.

8.2 Files can be backed up to a home directory, USB memory stick, optical disk, etc.

8.3 If a user's files are too large to fit on any of the media listed in (7.2) above, they should be backed up onto an external hard drive or similar device.

8.4 Computer Services will not be held responsible for damage to CDs and DVDs during the burning process.

8.5 It is not possible to provide long term storage on our machines, although we are able to hold files for the duration of a project should it require more than one visit.

8.6 Because of the huge file sizes, video capture is normally restricted to a maximum of 30 minutes (approx 6.5 GB for standard definition).

8.7 Files left on the workstations for more than two weeks without prior arrangement will be deleted.

9. Printing

9.1 All the central Computer Services colour laser printers and plotters can be accessed from the Graphics Workshop via the University network. In addition, the Graphics Workshop has an A4/A3 colour laser printer and an inkjet printer, which produces high quality output on glossy media in a range of sizes up to A3+. The cost of each printout is debited from the user's charge account.

10. Working with copyright material

10.1 Users are reminded that it is their responsibility to obtain permission from the copyright owner before:

- scanning images and documents
- capturing, editing and exporting video clips
- writing files to CD, DVD etc.

10.2 For copyright and technical reasons, we cannot make copies of commercially authored video DVDs.

11. Equipment hire

11.1 We do not hire out equipment. Users can hire camcorders and still cameras from AV Services.

12. Charging

12.1 Use of the facilities is free of charge, apart from printing, the cost of which is debited from the user's charge account.

13. Computer Services rules and regulations

13.1 Since the Graphics Workshop is part of Computer Services, users are subject to the *Regulation for the use of IT facilities at Oxford Brookes University*, a summary of which is given elsewhere on this noticeboard. For more information, visit www.brookes.ac.uk/services/cs/about_us/rules.html.