

## **Media Arts Lab Policy**

The Media and Art lab is a community space that fosters creativity by providing a welcoming and nurturing space for students. The lab is open to all DKU students, regardless of major or division. In respect for your colleagues and to contribute towards a comfortable learning environment, please follow the rules below:

**Door Access: According to the new rule, student who wants to enter the lab other than course use have to submit an application to Lab manager to activate the door access**

### **Course Use:**

1. Courses scheduled in the lab space will take priority over extra-curricular activities.

### **Equipment Use:**

1. Do not move the computers or computer accessories without permission from the lab manager.
2. Please log out of your NetID after using the computers.
3. Do not install new applications onto the computers. If you need to use specific software that is not on the computers, contact the lab manager to explain your situation and find a solution.
4. Files will automatically be deleted after you log out of the computer, so be sure to bring a drive to store your files.

### **Project Use:**

1. If you need space to work on a project, please check with the lab manager to discuss your needs and figure out a solution that does not disrupt the general use of the lab.

2. If you need to store tools, materials, or on-going projects in the lab, please check with the lab manager first to ensure you do not disrupt the use of the lab.
3. For project-based material storage in the lab, prepare a storage box to keep your things organized.
4. Due to limited space, please consider your need for storage space carefully before talking to the lab manager.

#### **General Use:**

1. Always clean up after yourself.
2. Do not bring food and drink or any stainable materials into the lab.
3. Do not leave your personal objects in the lab for extended periods of time.

#### **\*\*Special Equipment:**

1. Currently the lab also temporarily houses Prof. Benjamin Bacon's research equipment. Students must have written permission to use this equipment.  
For access to 3D printers and game machines, please contact Prof. Benjamin Bacon at [benjamin.bacon@dukekunshan.edu](mailto:benjamin.bacon@dukekunshan.edu).

### **Warning:**

**anyone violating the lab rules will be banned from Media Lab for one session and the equipment rental credit will be also affected**

#### **Emergency Contact:**

IT Department                      3665 7100

#### **Daily Operations:**

Lab Manager: Dylan Yu            [junqiu.yu@duke.edu](mailto:junqiu.yu@duke.edu)