



AIMM Recording Studio Policies and Procedures

Last Updated February 6, 2019

The TCNJ Recording Studio suite is located in room 235 of the AIMM Building. Studio facilities are equipped with a variety of fundamental and advanced analog and digital recording tools. Facilities are available for use by classes in the School of the Arts and Communication by special arrangement, and by Student Organizations and students enrolled in recording classes by request. Control room A and the Live Room are the only rooms available for request.

I. GENERAL INFORMATION

The Recording Studio is operated as part of TCNJ Center for the Arts in support of classes and academic initiatives in the School of the Arts and Communication. Operations are managed by the Studio Manager and a team of paid and trained student engineers. The studio manager is:

Mr. Mark Kalinowski

Music Building 254

609-575-8346

kalinows@tcnj.edu

The Studio is used for educational purposes only. Studio facilities and equipment may not be used for any commercial purposes.

II. ACCESS AND SCHEDULING

All scheduling and use must be approved in advance by the Studio Manager, and is tracked through TCNJ's Book-It! scheduling system. All sessions require that student staff, professional staff, or authorized faculty be present.

Studio use may be scheduled for available time between 8:00am and midnight, Monday through Sunday during the academic year. Booking requires a 4-hour minimum (6-hour maximum). Use requires approval of the studio manager, pending funding, studio, and staff availability. Use outside of the academic year is very limited, by special arrangement with the Studio Manager.

Requests for use can be made by Arts and Communications faculty who use the space as part of their courses, by SFB funded student organizations, or by students enrolled in a recording class working on class related projects. Costs are the responsibility of each user. Users must review estimated staffing and support costs with the Studio Manager in advance of sessions.

AIMM Recording Studio Policies and Procedures

Updated February 6, 2019

Access is open to all TCNJ constituents on a 'first come, first served' basis at no cost during scheduled open studio hours.

Individuals not currently affiliated with The College of New Jersey as students, faculty, or staff may not request, engineer, perform, or attend sessions unless approved as a guest presenter as part of an academic class.

III. ORIENTATION

New users of the studio must meet with the Studio Manager for an orientation meeting at least two weeks before the scheduled session. The orientation meeting will provide a studio overview, project review, and cover payment instructions, equipment use, staffing, policies and procedures. This meeting is essential for understanding studio procedures and technical requirements.

All expected administrative and technical needs are to be finalized at this meeting. This will ensure that the appropriate staff and equipment are scheduled for the session. Last-minute equipment or session requests will not be approved.

The following information will be requested during the orientation session:

- user name and contact information for primary responsible requestor
- name and PAWS ID numbers for all students involved in the session.
- number of songs to be recorded
- number and type of instruments to be recorded
- account numbers for labor and expendable supplies

IV. STUDIO USE

Session logs must be completed for each scheduled session. They must include the schedule, a list of equipment and resources used, all session participant names, and any notes regarding equipment problems or needs. The session log must be signed by the primary user and the staff engineer.

Food and Drink are strictly prohibited except in the Administrative area. All TCNJ campus facility use policies apply to the Recording Studio facility:

<http://policies.tcnj.edu/policies/viewPolicy.php?docId=10095>

Doors must remain closed to control sound leakage to and interruption in adjacent classrooms.

Please keep a watchful eye on people, equipment and facilities and Contact Campus Police at x2167 or 911 immediately if you observe anything suspicious.

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Updated February 6, 2019

Studio use outside of a class setting must be for six or fewer individuals only permitted in the studio at one time. The studio is a school lab facility and offered to you by the School of the Arts and Communication for creative learning. Please act accordingly and respect your student engineers and facility. Most of all have fun! And enjoy your recordings!

V. EQUIPMENT

The Studio Manager will review the list of authorized and available equipment with users and engineers before each session. This includes a basic microphone choice of Shure dynamic microphones, Crown Condenser, and Beyer Drum kit package. All cables (i.e. XLR, patch), stands, recording console, monitors, I/O, software, and computers will be provided.

Equipment, cables, stands, etc. must be returned to storage immediately following each session. In addition, console and equipment settings must all be 'zeroed out' and reset for the next session. Equipment may be tested by the Studio Tech to verify all loaned equipment is working order when returned. Please leave the studio better than you found it!

Storage in the Control Room A Hard Drive is for the scheduled working session only. All data must be backed up and removed at the end each session. TCNJ is not responsible for lost data. We strongly recommend you bring your own empty, high-quality hard drive for session storage.

VI. VIOLATIONS

Studio Equipment is here to serve the academic curriculum, and student learning. Please take care of everything you use, in order to ensure that it is working and available for you and others for future sessions.

Violation of studio policies may result in warnings, restriction of studio access, or long-term restrictions.

Mistreatment of the Recording Studio and TCNJ property will result in permanent loss of privileges for the user. Theft or damage to equipment and or facilities will be reported to Campus Police Services. The Studio Manager will assess any applicable fines and or charges required to repair or replace damaged or stolen equipment or damage to the facilities.

Theft / deliberate damage will result in penalty by law and gear replacement or repair cost. Only students listed on the session form may have access during scheduled sessions. All equipment must be used with the direction of the Studio Tech. No Student may operate the facility without a Studio Tech present.

In the event of damage, theft vandalism, facility abuse, or personnel issues, we will report to campus police, determine fault, and assess any applicable fines and or charges required to repair or replace damaged or stolen equipment or damage to the facilities.

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TCNJ and the Recording Studio Manager reserve the right to deny access to studio facilities as deemed appropriate by the Studio Manager and TCNJ Center for the Arts Director of Operations with approval from the Dean of the School of the Arts and Communication.

VII. COPYRIGHT

Recorded works are covered by two applicable copyrights: the song (writing, arrangements, etc.) and the recording. It is recommended that groups and engineers discuss and work out these details in advance of scheduled sessions to make sure everyone agrees who owns what.

TCNJ reserves the right to use recorded student projects for future class demonstration or instruction. Ownership remains the sole property of the songwriter.