

LIBRARY

VISUALIZATION STUDIO (LB-314) POLICY

Effective Date: November 14, 2019

Originating Office: Office of the Vice-Provost, Digital Strategy and University Librarian

V. 2.1

1. OBJECTIVES

The objective of this document is to define procedures regarding the usage of the Visualization Studio in the Webster Library.

2. USE OF THE SPACE

The Visualization Studio is accessible when the Webster Library is open for study. The space may be booked by accredited faculty, students and Library staff for Concordia-related academic work. Priority is given to those utilizing the room's technology and the Library reserves the right to revoke access for any improper use of the space.

3. ACCREDITATION PROCESS

Prior to being able to book and use the Visualization Studio, first-time users must request a consultation to review their intended use-case for the space and receive accreditation. Consultations may be requested through the completion and submission of a form available through the studio's web landing page. The duration of each consultation may vary; however, a minimum of 45 minutes is required for training and accreditation. More time will be required should the consultation request involve accrediting more than one faculty, student, or Library staff member.

The names/Netnames of Accredited faculty, student and Library staff are added to the accredited user group. These users may now access the Visualization Studio's online booking system available through the studio's web landing page. Booking requests will be acknowledged within 48 hours or next business day.

4. BOOKING PROCESS

Once a booking request has been confirmed, the requestor can pick up the studio key from the LB Security Desk no more than 15 minutes before the start of the booking. It is required that the requestor leave their Concordia ID with Security for the duration of the booking. The key must be returned to the LB Security Desk immediately following the end of the booking.

LIBRARY**USE OF THE VISUALIZATION STUDIO (LB-314)**

5. USE OF EQUIPMENT

The Visualization Studio provides users with a touch screen – located at the studio’s Graphic Workstation terminal – to select the desired video and audio sources to view on the display wall and hear through the studio’s 4 overhead mono audio zones. Available sources include the studio’s Graphic Workstation PC, 8 HDMI inputs in floor monuments for user-supplied devices, 2 VR workstation PC’s, and 1 AirMedia wireless presentation system. In addition there are 3 3.5mm analog audio inputs, located in the floor monuments, for connecting analog audio sources.

With respect to the studio’s Graphic Workstation PC, a single user account is available for all studio users. Account details will be provided with the booking confirmation.

Control Room LB-314-01: Access to the Visualization Studio control room (LB-314-01) is strictly forbidden. The room should always be locked.

6. ROOM CONFIGURATION

The Visualization Studio can accommodate up to 30 people comfortably depending on the nature of the activity. With respect to furniture, up to 5 tables and 30 chairs are available and may be situated in the studio in a range of different configurations. These requirements must be detailed in the studio booking request. Power and video connectors are situated alongside the audiovisual inputs located in the studio’s 8 floor monuments. If there are requirements beyond the available room configurations detailed above, this information must be included in the booking request. The Library may not be able to accommodate all requests.

7. CLEANLINESS AND INTEGRITY OF SPACE

The Visualization Studio booking requestor is responsible for ensuring that room’s equipment is correctly shut down through the touch screen interface. In addition, the room must be left in a tidy and clean condition. Failure to do so will result in fees being billed to the requestor for any cleaning or reparations to the furniture, walls, equipment or other facilities. All equipment malfunctions or failures must be reported to visualization@concordia.ca.

8. FOOD AND BEVERAGES

Food is strictly forbidden in the Visualization Studio. Beverages must be spill-proof cups.