

iMac Reserve/ Usage Policy



1. Two (2) iMac video editing computers in the Media Center are first come first serve with reservations. You do not need a reservation to use the iMacs, but students who reserve get priority.
2. Students wanting to use the iMac video editing computers can reserve a two-hour block on a particular station.
3. Blocks can NOT be reserved back to back out of consideration to other students.
4. As long as no one has reserved the following block a student may continue working until the next reserved block.
5. Once a project is started on a particular station, it must remain on that station until the project is completed (ie. If you begin your project on iMac1, your project must remain on iMac1 until you are finished). We can not transfer projects between computers.
6. Projects may only remain on the computer until completed or until the end of a semester, which ever comes first.
7. Space, both physical and hard drive, is limited so please be considerate of other students.
8. Class projects take priority over any personal projects.
9. Media Services staff is here to assist you with the basics of the programs, NOT do the projects for you.