

Myers Media Art Studio

Teachers College Columbia University

Program in Art and Art Education

Good Digital Citizenship Policies and Use Agreement

The Studio's mission is to explore art and art education from the position of new and emerging media technologies. Experiments are welcome—and projects that ask questions about media art are encouraged.

This Policy Agreement spells out best practices to insure that artists will have a creative and productive experience. By signing below you agree to abide by the spirit of the studio, and to help foster a creative media arts community in the TC Art and Art Education Program.

Thanks for your creative participation.

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*These policies and procedures are based on the precedent established by CIS for TC computer labs.*

1. **Studio Hours & Sign In:** Hours are posted the website are updated frequently. Please check the website for our current hours: <http://mmas.pressible.org/>. When you arrive at the studio you will be asked to sign in with your UNI and email address. When you leave the studio you will be asked to note the number of prints or other consumable materials you have used.

2. **Food and drink:** no open containers are allowed near the computers or printers. Please dispose of your food or drink before sitting at the workstations.

### ***Please clean up after yourself if you spill something!***

3. **Disruptive noise and talking** is discouraged, but the studio is not a *silent* area. Music should only be played through headphones.

4. **Reservations** cannot be taken. Resources are available on a first-come, first-served basis.

5. **A waiting list** will be kept during busy times.

6. **Showing ID:** We might ask artists to display their IDs for two reasons:

- a) To ensure current enrollment at Teachers College, Program in Art and Art Education.
- b) To keep track of studio usage, information which is then used to assist funding decisions.

7. **Can I play games** on the computers? If the studio is not busy and no one is waiting for a computer, you may be able to use a workstation for games. Please make sure the sound isn't disturbing others.

8. **Software training** is not a primary studio mission. Course instructors will tutor their students on applications required for their work. Staff will do our best to assist artists with whatever issues they encounter, but will not necessarily be expert in every application available. On the other hand, staff *are* trained to help as much as possible—please ask for assistance when in doubt.

9. **Removable disks and thumb drives:** Artists are required to own and use removable hard drives and/or thumb drives. The studio does not provide these devices. If you use Dropbox, or a similar Cloud data storage service, you must not download your service app on these computers; you may only use Cloud virtual hard drive storage if it is accessible via a web browser.

10. **Data Management:**

- a) No personal data on the local hard drives—artists must use their own removable drives;
- b) No downloading of applications onto the studio computers;

- c) Personal data that is left on the local machine, for whatever reason, must be inside an enclosing folder titled with the last name; and that folder must be parked in one of the major subdirectories of the User account, e.g., Pictures, Documents, Movies, etc.;
- d) Do not leave free-floating files that are *not* in a containing folder anywhere on the computer;
- e) Do not leave data of any kind on the desktop;
- f) All personal data will be deleted on start up—you leave it, you lose it;
- g) Free-floating files and data on the desktop will be deleted each day.

Note: proper data management is critical to an efficient media practice, not only at the macro level of a group studio such as this one, but also at the level of the individual artist. These data management policies are offered in the spirit of encouragement—keep your data organized so you can make more of it, and so that your workflow will be more fun and fulfilling overall.

11. **Printing** is encouraged as related to art projects. Please do not use the studio as an office annex, or use the photo inkjet printers for text documents. There is no charge for normal printing, as determined by the class you in which you are registered. Please ask your instructor for printing specifics. If you exceed the print budget for your course you may be asked to pay for materials at the rates below.

*Note:* Art Education students are welcome to use the ink jet printers for their personal (i.e., non-course related) projects. If your project is extensive, you might be asked to pay for materials at the rates below.

**Print Costs:**

- Epson 1400** Paper: \$1 (letter size); \$2 (13x19 size).  
Ink: \$1 (letter size); \$2 (larger).
- Epson 4900** Paper: at cost.  
Ink: \$1 (letter size); pro rated by size for larger.
- 3D Prints** PLA: pro rated at percentage of spool.
- Vinyl** Various: pro rated by the sheet or portion of the sheet.

12. **Only Epson photo papers** are pre-approved for use on the studio printers. All other papers must be approved in advance by the course instructor in conjunction with the studio staff: non-Epson photo papers are not allowed unless specific prior permission has been granted.

13. **Supplies and materials.** Artists are welcome to supply their own materials. In some cases the cost for printing will be reduced or eliminated.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
DATE

UNI: \_\_\_\_\_

Current Course & Term: \_\_\_\_\_

Instructor: \_\_\_\_\_