INTRODUCTION

The Music and Music Technology Department (M&MT henceforth for brevity) strives to support musical activities carried out by all Keele University registered students and assist all members of the University community who wish to enjoy music in all its manifestations. There are limitations on the availability of our resources imposed by M&MT course-related teaching and learning activities. Individual students, ensembles and performing bodies featuring Keele University students should also consider opportunities for room bookings offered by the Students Union and by the Halls of Residence.

The M&MT studios and facilities (practice rooms, musical instruments, premises and equipment within them) are used by authorised staff and students to carry out academic coursework and research. The facilities operate under the responsibility of a Director of Facilities, appointed by the School of Humanities, henceforth referred to as ‘Director’ for brevity.

Users commit to use the facilities in line with this Code of Practice. Users found in breach of this Code of Practice will face disciplinary action, which may involve a ban from use of the facilities.
1. GENERAL POINTS

1.1 SAFETY, SECURITY AND RESPONSIBILITY IN THE M&MT PREMISES
CCTV is in operation in the premises, where indicated with signage. Many rooms and studios are equipped with an electronic locking system that keeps a log of all entries. Furthermore, departmental computer workstations may keep a log of activity carried out and may retain a log of system events.

Doors and windows of the studios and practice rooms must be locked when the last user leaves, even temporarily. Users must make sure that the doors and windows lock properly behind them upon leaving. Please, report to Technical Support or Security any suspicious circumstances (strangers in the premises, equipment or instruments missing or damaged, etc).

A number of authorised users (staff, students, performing bodies) have access to storage areas and rooms. Therefore, the University cannot be held responsible for damage or theft of the items stored in its premises. Similarly, the University cannot be held responsible for the implications on the terms of insurance resulting from having items stored within its M&MT storage areas / rooms.

Authorised users are responsible, disciplinarily and financially, for damages to the premises and facilities that occur while they are using them.

1.2 ACCESS TO THE PREMISES
The teaching and learning demands imposed by the delivery of Music and Music Technology courses always take priority when it comes to managing access to M&MT facilities. Due to teaching and learning needs, access to any of the facilities can be restricted at short notice or without notice, although the Administrators will always endeavour to notify affected users in advance.

Access to M&MT facilities is usually regulated by a booking system which is under the control of the Administrator. Booking sheets are available either on the studios or practice room noticeboards, online through the KLE noticeboard or in the M&MT Office. The booking system is under permanent revision and can be changed at the discretion of the Director depending on demands. Users who feel they do not have fair access to the facilities should raise the issue immediately with the Director.

In situations of high demand priority access to our facilities will be given to students who are using the facilities for M&MT coursework. This may include cancelling slots previously booked for purposes other than coursework.

Fixed pre-booked weekly slots are allocated only through negotiation with the Director. Priority will be given to teaching and learning course-related activities, including instrumental lessons and activities by users/societies with a demonstrable and recognised affiliation to M&MT and/or Keele University.

Only authorised users can gain access to the studios, stores and practice rooms. Authorised users must not let anyone into M&MT premises. Users should assume that other authorised individuals would gain entry using their own key. Users must not take friends into the Departmental premises, even if they are registered students at Keele University.

The possession of a key to access M&MT premises does NOT imply unlimited access to those premises nor authorisation to take items from the premises. Even authorised key holders must abide by the Code of Practice and our booking procedures and conditions of loan.

1.3 RESTRICTIONS
There may be time restrictions in the access and in the usage allowance, depending on demands imposed by teaching and learning activities.

There may be restrictions in the access and/or use of studio resources, including use of hardware, software, and disk space allowance. Details are communicated in the module descriptors or via e-mail. Users must not remove items from the premises (equipment, documentation, media storage, instruments, scores, etc.).

No food or drink is allowed in the M&MT studios.

Only music or music technology activities are allowed within the Music and Music Technology premises. Other social activities must be carried out in alternative spaces.
1.4 KEYS AND ELECTRONIC KEYFOBS
These are the property of the University and are given on loan to authorised users. A refundable deposit is collected for long-term loan and access. If you lose a key or electronic key fob you should report the incident immediately to the Music Office. This is very important in preventing unauthorised users gaining access to premises.

2. MUSIC AND MUSIC TECHNOLOGY STUDIOS

2.1 CONDUCT IN THE STUDIO AREAS
Where a password protected system for logging in on computer workstations is in place, users will only be permitted to login to the student user account using the username and password provided. Users should not pass on usernames or passwords to anyone. Authorised users must not assume they have the right to access all studio areas or premises. Students taking certain modules are authorised to use specific areas, and not others, in order to carry out coursework relevant to those particular modules. Details are given in each module’s KLE.

When the chair layout in teaching rooms is altered during a practice session, the users must replace it before leaving the premises, so teaching can resume smoothly and quickly.

Users may NOT leave any item in the premises. M&MT rooms and studios may NOT be used to store instruments or any other equipment. Unauthorised items found in the premises will be confiscated and returned only under payment of £50 per day storage charges.

On no account must any unauthorised software be installed on the computers. Download of material from the Internet, other than that authorised for coursework, is forbidden. Recreational Internet browsing is NOT permitted on our computers.

The use of M&MT studios (both pool rooms and single user areas) as practice rooms is forbidden under all circumstances.

All pool multi-user studio areas are equipped with a loudspeaker system, but sound should be normally monitored with headphones when other people are using the studio. Occasional monitoring with loudspeakers should be done only after asking permission from the other users present in the studio.

The studios workstations must be used with your own personal headphones. Headphones are NOT provided in the studios. Studio users are expected to possess a pair of good quality studio headphones to carry out course related audio work in our labs. Advice on purchase can be obtained from the Technical Support Manager.

Studio users must use the labs in a manner that does not interfere with the work of others. Recreational playback of music through loudspeakers in the presence of other users is forbidden. Studios users must behave in such a way that the atmosphere in pool labs is relaxed, quiet and conducive to concentration and academic work. Groups of users who wish to chat for long periods of time should leave the studio areas. Mobile phones should be silenced when other users are present. Mobile telephone conversations may NOT be carried out in the labs. Users should exit the labs to talk on their mobile phone.

The departmental computers can only be used by authorised students and for academic coursework related to a particular M&MT module only. Please use the library PCs for essay writing and your own computer for recreational internet browsing and downloading of non-course related material. The computers in the M&MT labs can be used to quickly check or send email messages pertaining academic matters but may NOT be used for social networking platforms such as Facebook, Twitter, MSN Messenger, or similar.

Users must not alter the software and hardware settings, unless specifically instructed as part of studio tasks and coursework activity. Users should not tamper with the connections but contact the technical support manager if necessary.

Students who may wish to use studio areas for purposes other than M&MT coursework (typically during the summer break) must submit a written request via the Music Office to the Director, specifying what they wish to use, for what purpose and when. Requests are dealt on an individual basis and the decision of the Director is final.

Users should log out AND switch off the computer workstations they have used, before leaving the studios.
2.2 DATA STORAGE, DATA SAFETY AND DATA PRIVACY

Safety of data is entirely the user’s responsibility. Users should make safety copies of their data onto external data supports. Regular data backups protect users from accidental cancellations or data loss due to hardware failure, file corruption and virus attacks. Students can, and are encouraged to use memory sticks or portable hard drives to backup their files, ideally keeping an updated copy of their coursework on their own personal computers. Ask Technical Support for advice on purchase.

Users should save their data only within their own personal folder. If a personal folder is not available users must either create one or inform Technical Support. Data files stored outside personal folders and on the desktop are routinely deleted during maintenance.

Users’ folders are routinely wiped off at the end of each relevant teaching period, typically at the end of the Spring semester for undergraduate students and at the end of the authorised period of use (course of study or equivalent) for postgraduate students, researchers and guests.

While the School endeavours to protect users’ files from unauthorised access and data corruption to the best possible standards of provision allowed by available technologies and resources, students are strongly advised to adhere to the following guidelines:

i) Users should transfer onto external support (CD-R, DVD-R, removable disks, memory sticks or other storage) the data that they feel contains sensitive information in order to avoid accidental or malicious access and/or deletion of the files stored in their personal folders.

ii) Users must not use, in total or in part, material copied from other users’ folders for assessed coursework.

2.3 TECHNICAL SUPPORT

Technical problems should be notified immediately via email to the Technical Support Manager and the relevant Module Leader. Technical faults or computer failure are not ground for extensions or extenuating circumstances. More information about fault reporting is available on the KLE noticeboard.

When reporting faults, please be as specific as possible indicating what workstations, what application, what activity, and what files were involved in the malfunctioning. Only with this information can prompt and effective action can be taken. Technical support is NOT provided outside office hours or during University holidays. Technical support is NOT provided for hardware and software that, albeit installed in a certain lab, is not part of the coursework of a certain module.

3. MUSIC PRACTICE ROOMS

3.1 PRACTICE ROOMS – CLOCKHOUSE

F10, F11, F12, F13, G10, ENSEMBLE ROOM, SEMINAR ROOM

These practice rooms will NOT be available during certain slots due to teaching and learning course-related activities.

These practice rooms can be used for musical activities involving acoustic instruments. No amplified ensembles are allowed to use these rooms. Due to issues with sound pressure levels affecting nearby studios, offices and practice spaces, drummers and percussionists are not permitted to practice in these rooms.

Priority of use is given to Keele University students undertaking relevant Music modules, which requires them to practice their instrument regularly. Only these students can book the practice rooms in advance of the weekly booking sheets.

Other M&MT registered students wishing to use the practice rooms for non-curricular recreational music activities can do so using slots that are left un-booked by priority users on the weekly booking sheets posted on the noticeboard in the Clockhouse.

Other Keele University students, who are not affiliated with M&MT, can use these practice rooms for recreational music activities if demand allows. These users may only book slots after 5pm on weekdays or anytime at the weekend. They will need to register with the M&MT Office. Successful applicants will be issued a keyfob which requires a £20 refundable deposit. By accepting the keyfob they commit themselves to using the facilities in accordance to our Code of Practice. The keyfob will normally grant access until the end of the Academic Year.
3.2 LECTURE ROOM (THE CLOCKHOUSE) AND LINDSAY STUDIO THEATRES 1 & 2

These spaces are available for fixed weekly block-booked slots for university affiliated performing bodies. Interested parties must apply to M&MT for consideration by the Director. Successful applicants will be issued a keyfob requiring a £20 refundable deposit. By accepting the keyfob they commit themselves to using the facilities in accordance to our Code of Practice. The keyfob will grant access until the end of the academic year. The key holder is responsible disciplinarily and financially for damages/theft to the premises and equipment. All electronic locks keeps a log of all entries and CCTV monitoring is in place.

Priority is given to groups with certified affiliation to M&MT courses.

These spaces are the lecture rooms for the M&MT programmes. Therefore, it is vitally important that users do not impair the smooth teaching activities of the M&MT programmes, in particular: a) users must make sure that, upon leaving the room, the desks and chairs are put back with the default layout required for lectures. Such default layout is indicated on diagrams available in the rooms themselves. b) no chairs or any other obstacles are left in proximity of any door of escape routes. All windows and doors should be locked and lights and computer should be turned off upon leaving. Users found in breach of these rules will have their access revoked.

3.3 BANDS AND DRUM PLAYERS – PERFORMING BODIES

LINDSAY STUDIO 1 & STUDIO THEATRE 2

Drum players (only Keele instrumental students) can book the Lindsay 1 on certain days/time-slots, depending on demands, as advised by the M&MT office.

Bands are not permitted to use Lindsay Studio 1 under any circumstance. Keele Performing bodies will be permitted to book weekly slots in Lindsay Studio Theatre 2 upon application to the Director. In situations of great demand there will be limitations on the number of slots a performing body is allowed to book every given week/month.

On NO account may instruments or equipment be left in the premises without express written consent. Any unauthorised item found in the premises will be confiscated and returned only under payment of £50 per day storage charges.

The Lindsay Studios are lecturing spaces for M&MT. Therefore, it is vitally important that users do not impair the smooth teaching activities, in particular: a) users must make sure that, upon leaving the room, the desks and chairs are put back with the default layout required for lectures. Such default layout is indicated on diagrams available in the rooms themselves. b) no chairs or any other obstacles are left in proximity of any door of escape routes. All windows and doors should be locked and lights and computer should be turned off upon leaving. Users found in breach of these rules will have their access revoked.

3.4 DRUMS PRACTICE FOR MUSIC STUDENTS – LINDSAY 1

Eligible students can store and use their drum kit only in an authorised area in Lindsay Studio Theatre 1. Eligible students are Keele University students taking performance-related modules, which require them to carry out regular solo drum practice.

The drum kit will be left at the back of Lindsay 1, which is a teaching room. Therefore, it is vitally important that users do not impair the smooth teaching activities, in particular: a) users must make sure that, upon leaving the room, the desks and chairs are put back with the default layout required for lectures. Such default layout is indicated on diagrams available in the rooms themselves. b) no chairs or any other obstacles are left in proximity of any door of escape routes. All windows and doors should be locked and lights and computer should be turned off upon leaving. Users found in breach of these rules will have their access revoked.

All pieces of the drum kit must be clearly labelled with the student’s name and contact details. Unmarked items will be considered unduly stored, removed, and returned only under the payment of £50 per day for storage costs.

It is the responsibility of the student-owner to make sure that when not in use the drum kit is tucked away tidily, as close as possible to the back wall of Lindsay 1, away from fire exits and escape routes.

Eligible students may NOT use authorisation for solo drum practice to take bands to practice in Lindsay premises, unless this is clearly and verifiably related to coursework (for example a band needed to accompany a course-related solo drum performance), in which case they will need to apply for permission to the Director.

Authorised students can book Lindsay-1 for drum practice through the Music office and are NOT allowed to play drums while teaching or other previously booked activities are taking place in Lindsay 1 or Lindsay 2.
3.5 OTHER PRACTICE SPACES ON CAMPUS
Keele University registered students who wish to find spaces where they can play music and practice alone or with bands should also consider the following options:

KEELE UNIVERSITY STUDENTS’ UNION

The Students Union have rooms / spaces that students can book, free of charge, for music practice. Please ask the Students Union reception for details.

KEELE UNIVERSITY HALLS OF RESIDENCE – SOCIAL SPACES

All Halls of Residence have social spaces that students can book free of charge for the purpose of music making. There may be limitations on the sound level that can be accepted, typically due to the proximity of dorms and study areas. Students should contact the relevant Residential Manager to enquire and book the rooms.

4. STORE ROOMS (THE CLOCKHOUSE AND LINDSAY STUDIO THEATRE)

The storerooms can be used only by eligible students and authorised performing bodies. Users wishing to use the storerooms must apply using the appropriate application form.

Eligible students are those taking music performance related modules that require them to practice regularly within our premises. Priority will be given to eligible students who need to use heavier/bulkier instruments and those students who live off campus.

For performing bodies, priority will be given to bodies affiliated with the Music and Music Technology programmes and/or to Keele University.

All items left in the storage room MUST be clearly labelled using suitable, durable tags indicating student’s name and contact details. Unmarked items will be considered unduly stored, confiscated, and charged for storage. Labels can be obtained from the Music Office.

5. BORROWING INSTRUMENTS AND EQUIPMENT

Keele University registered students who take M&MT modules can borrow instruments and equipment provided the items they wish to borrow are used for coursework in one of the M&MT modules they are currently taking. In special circumstances items can be borrowed for activities by bodies with certified affiliation to M&MT; such requests will be looked at case by case.

As items may be in great demand during certain periods of the academic year there may be limitations in the days and times a student is allowed to borrow certain items. Students may need to negotiate access to these items with the M&MT office and book them in advance, when necessary.

Upon borrowing an item, students sign a form where they take responsibility for damages and losses and commit themselves to return the item within the given deadline. Failing to return a borrowed item within the given deadline is a disciplinary offence, which may result in a ban from borrowing any item in the future, even if this has an impact on coursework. A market-standard loan charge will be applied to items returned late. Students who are in possession of outstanding borrowed items at the end of their studies will not be allowed to graduate.

It is the student’s responsibility to make sure, upon borrowing the item, that it is in working order and complete of all its parts and accessories. Faults, damages and missing parts should be reported immediately to the M&MT office.

Please note that possession of a key to a storage space does NOT imply unlimited right to take items without authorisation. A request form MUST be submitted each time. Items taken without authorisation are considered stolen with the disciplinary and legal consequences that such action entails. Furthermore, the University reserves the right to apply a standard daily loan charges to all users who take items without authorisation.

Each item should be returned after the loan period in the condition in which it was borrowed. Any wearable parts (e.g. strings, reeds, mallets, leads, etc.) that are lost or damaged will be replaced at the borrower’s expense. Every effort will be made to issue items in optimum conditions; should the borrower need to replace any parts or accessories they should contact the M&MT Office in the first instance.