

Centre for Music & Science - Terms of Use

CMS use

- 1) Following induction, graduates and staff have twenty-four hour access to CMS facilities. Undergraduates normally have access to the Computer Room between 8.30 am and 5.30 pm (Monday to Friday) and between 8.30 am and 1 pm on Saturday throughout term-time. Entry requires that a user's University Card details be added to the CMS security system, and use of the computers requires a Faculty user-id and password.
- 2) Undergraduates taking courses that require access to specialist resources, or that require access to the CMS outside the hours specified under (1) above, may use the facilities out of hours for their approved coursework providing that they have permission from the course-leader or supervisor.
- 3) No CMS equipment is to be moved within the CMS or removed from the CMS, and no non-CMS equipment other than personal lap-tops may be brought into the CMS, without written permission from Mustafa Beg. Manuals for hardware and software are available on each machine in pdf format.
- 4) Safety procedures are to be followed at all times by all CMS users. If you suspect an electrical fault, warn the Custodians and Mustafa Beg immediately (custodians@mus.cam.ac.uk and mb21@cam.ac.uk).
- 5) Details of all faults should be e-mailed to Mustafa Beg (mb21@cam.ac.uk) as they occur.
- 6) When using computers ensure that you have regular rest breaks and be aware of your posture.
- 7) No food or drink is to be consumed in the Studio. If you take food and drink into any other part of the CMS, please tidy up after yourself. Bins are in the corridor.

Booking

- 1) All members of the Music Faculty have access to Computer Room resources. If you are taking a course that requires you to use the facilities of the Studio, you can do so after induction by an approved person.
- 2) Resources may be booked only by users who have undertaken appropriate induction courses. A list of these users is held by Mustafa Beg and the Custodians.
- 3) All bookings of resources must be made on the relevant online system. At present, these consist of the CamTools sites *Centre for Music and Science - Soundbooth*, and *Centre for Music and Science - Studio*. Portable equipment can be booked by emailing studio-booking@mus.cam.ac.uk.
- 4) Undergraduate coursework that requires the presence of more than two individuals who are not members of the Faculty or of the University (e.g., as experimental participants) must be undertaken only during hours when a Custodian is on the premises.
- 5) If you are more than fifteen minutes late for your booking you will be deemed to have forfeited the booking. Booked sessions are assumed to include time required to back up data - if not backed up by the time the next user's booking begins, you may lose your data.
- 6) Bookings of resources for course-related work take priority over any other bookings.
- 7) At the conclusion of each booked session, the CMS must be left in good order.
- 8) Any user who does not comply with these rules will lose the right of access to the CMS and further action may be taken in respect of more serious breaches.