The Workshop Usage Guidelines

Table of Contents

1. Equipment for Loan

a. Use of loanable equipment is limited to VCU students, faculty and employees on a first come, first served basis.
b. Equipment is checked out and returned at the service desk in The Workshop. Proof of VCU eID is required.
c. Equipment loans are for 7 days, no renewals.
d. There is a 24-hour courtesy period between when a borrower returns an item and may check it back out again.
e. Overdue fines for equipment are $10/day.

2. In-house Resources

a. Use of in-house resources are limited to VCU students, faculty and employees. Friends of the Library and Registered Alumni may have access secondary to VCU-related projects.
b. Users must check out and return stations and spaces at the service desk in The Workshop. VCU ID is required.
c. Some of the In-house equipment and spaces require training authorization prior to use. Please refer to The Workshop website (www.library.vcu.edu/workshop) for details.
d. The computer workstations in The Workshop are for multimodal creation, transformation, and analysis. General computing (such as media viewing, recreational gaming, and word processing) is not permitted.
e. To minimize noise disruption, headphones must be used when playing sound on non-studio workstations. Video calls, cell phone calls, and similar activities are not permitted in The Workshop.

3. Staff are available for basic orientation and equipment support. For consultation or more detailed instruction, please schedule an appointment in advance via email (theworkshop@vcu.edu) or phone (804.927.3594).

4. Users must comply with applicable copyright law, VCU Computer and Network Resources Use Policy, VCU license agreements, and other university policies and guidelines. Abuse of these policies could result in loss of privileges.