1. Introduction

The purpose of this SOP is to establish guidelines for scheduling, access, and use of the rich media mini-studio in DELTA’s Venture II offices.

2. Mini Studio Schedule

Scheduling of the mini-studio is managed by Laura Stephenson, Associate Director, Academic Technologies Coordination or her designee. Priority use of the room is assigned in the following order:

i. Faculty currently teaching or updating content for a DE credit course.
   
ii. Guest lecturer or other content recording for a current DE credit course.
   
iii. Faculty recording of credit course content in urgent, unforeseen circumstances.
   
iv. Faculty recording introductory information for a DE credit course.
   
v. Faculty recording content for a future DE credit course.
   
vi. Guest lecturer or other content recording for a future DE credit course.
   
vii. Faculty recording content for a current or future campus-based course.
   
viii. Faculty recording content for extension, engagement, or other non-credit activities.
   
ix. Other recordings that have a correlation to NC State’s land grant mission.

Laura Stephenson will establish the mini studio schedule for recurring, semester-length courses at least three months in advance of the semester start. Short term or one-time room usage should be scheduled as early as possible to ensure space availability.

3. Mini Studio Training and Support

Training and support for faculty and other users in mini-studio technology and functionality are the responsibility of the Academic Technologies Coordination unit.
4. **Access to Mini Studio**

The mini studio schedule operates during NC State’s normal business hours, 8:00am-5:00pm, Monday through Friday, excluding University holidays. Code access to the lower gate of the parking deck will be provided to faculty using the mini studio.

If faculty need access to the mini studio after hours they must request such access in advance through the Academic Technologies Coordination unit. They will be provided with a temporary loan of an access control fob and mini studio key which must be signed out with the Academic Technologies Coordination unit and returned upon completion of the scheduled recording(s). Faculty will be asked to sign a form acknowledging receipt of the key and access control fob and accepting responsibility for their sole use of these items and their return upon conclusion of their mini studio recordings.

After-hours use of the mini studio will require adherence to the building security procedures. Users must also adhere to the protocol for powering up the studio, shutting it down when finished, and leaving the premises secure. Such protocol will be provided in written form to the faculty in advance and also posted on the inside of the mini studio door. Emergency contact information for mini studio problems and building issues will also be posted.