

UA Bierce Library One Button Studio

The One Button Studio in Bierce Library is supported by Student Technology Fees, and as such, it is currently only available to University of Akron students. The purpose of the One Button Studio is to provide students the opportunity to practice presentations in a user-friendly way. The studio is a great tool for practicing and recording presentations

Hours of Operation:

- Open as staffing permits, please refer to Room Booking form for available hours

Studio Reservation Policies:

Studio Usage Rules:

- To be eligible to reserve the One Button Studio a patron must:
 - Be a current UA students
 - Present a current UA ZipCard
- A limit of 3 students in the room per booking, all students must be mentioned on the reservation form and they must sign a Studio User Agreement upon check-in.

Time Limits:

- The One Button Studio may be reserved in 60 minute increments up to 2 hours, for a daily 2 hour limit via our online BOOKING form. Patrons are required to check in at the User Support Desk and present a valid ID and sign the Studio User Agreement.
 - If the patron requires additional time past their originally reserved time and there is time available, the user may receive addition time in 30-minute increments. This must be done in advance by contact Maria Hawkins, Coordinator of Applied Technology at least two days before the requested time.
 - Studio reservations must be completed a minimum of 24 hours before the desired booking and a maximum of one week in advance.

What to bring with you?

- Bring a USB flash drive (FAT format) with at least 1 GB of available space. Your video will be saved to this drive when you are finished recording.
- If you are planning to use the projector, bring a second USB drive with your files. The presentation computer also has access to the internet for accessing cloud-based files or web content, such as email, One-Drive, etc.

Check-in Process:

- Check-in at the User Support Desk with a MakerStudio team member
- Present your reservation email and a valid UA ZipCard
- If this is your first time using the One Button Studio you will be asked to sign a Studio User Agreement, all members on the reservation will also have to show ID and sign an agreement.

- If you have used the Studio before the team member will check the system to verify.
- After check-in a team member will provide access to the One Button Studio, upon entering the area they will show you the resources locations and ask if you need anything else before leaving.

Check-Out Process:

- At the end of the reserved time one of the students in the room needs to notify the User Support staff and students of their departure.
- The room and equipment will be checked for damage, missing parts, etc... to see if there is any issues before the next reserved time.

If you are having trouble with the equipment, please contact the staff and students at the User Support Desk, but be aware that they may not be able to fix your problem immediately.

General Policies

Users are expected to respect the rights of others, the integrity of the One Button Studio resources, and abide by all of the rules and guidelines put forth in this and any related document.

- The library is not responsible for personal items left behind.
- The library is not responsible for damage to a user's personal items
- Be respectful to the next person coming to use the One Button Studio.
- Respond to emergency alarms and other situations as instructed by staff;
- The Library does not accept responsibility if a project is destroyed, does not turn out correctly or does not work.
- The Library does not accept responsibility if a patron's personal item is damaged or destroyed while using the tools.
- Library staff reserves the right to halt, delete, or disallow the creation of items that violate Bierce Library policy.
- Users are expected not to engage in behavior that is potentially unsafe or harmful to self or others.
- Keep noise to a minimum, including conversation and personal music devices.
- Refrain from wearing heavy perfumes or cologne, as others in the vicinity may be allergic
- The use of tobacco products and e-cigarettes is prohibited in the One Button Studio. Smoking in or within 25 feet of the building is illegal and not permitted.
- The use of illegal substances, including alcohol is illegal and not permitted in the One Button Studio.

Clean-up

- Users are expected to leave the room in excellent condition, dispose of any waste, and remove their personal belongings.
- Should a spill occur, notify the Coordinator of Applied Technology, or another staff member immediately.
- Be respectful to the next person coming to use the One Button Studio.

Policy on Food, Drink and Tobacco Products

To keep a maintained environment for the protection of the equipment and projects and conducive to work.

- Food and Drinks are NOT permitted in the One Button Studio

We reserve the right to ask any user to remove his/her food and/or beverage from the space if it constitutes a violation of this policy. Failure to comply with posted restrictions or staff instructions regarding the consumption of food and beverages constitutes a violation of the Craft Studio Policies & Procedures.

The use of tobacco products and e-cigarettes is prohibited in all areas of Bierce Library.

Fines, Fees & Sanctions for Non-Compliance

Damaged Items:

- If any item in the One Button Studio is found to be in a permanently unusable or damaged condition after the patron has finished using the One Button Studio, the patron will be subject to a charge that includes the price of replacing the item.

Missing or Stolen Equipment:

- If any item in the One Button Studio goes missing or is stolen during the period when a patron is using the One Button Studio, the patron will be subject to a charge that includes the price of replacing the item.

Sanctions for non-compliance:

- Users found in violation of One Button Studio policies may be asked to present identification to Bierce Library staff; may be subject to a search of backpacks or bags; may be directed to leave the premises and not return to the One Button Studio facilities for the rest of the semester; if the damage is drastic and causes a delay in services or operations you will be banned from the studio for the duration of your time at The University of Akron, and may be reported to UA police. Disciplinary or legal action may also be taken in accordance with applicable laws and policies.
- Federal and Ohio laws, local regulations and UA policies, including the Student Conduct Code, Workplace Violence and Sexual Harassment policies and other policies in the UA Policy Directory also apply within the UA Craft Studio.

NOTICE WARNING CONCERNING COPYRIGHT AND OTHER LEGAL RESTRICTIONS

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