

Studio User Guide 2018-19



These Studio Rules and Regulations are applicable to all students of Leeds College of Music. Its purpose is to ensure that students are provided with fair access to studio facilities and are clear on the expectations and etiquette for their use.

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Studio Department Opening Times

Term Time Weekdays - 9am - 3am

Weekend Opening - 10am - 4pm

Reduced Opening - 9am - 9pm

Vacation Opening - 9am - 4pm (Postgraduate and Resit Only - Advance Bookings Only)

Studio Department Contact Information

Email: studiot technicians@lcm.ac.uk

Telephone: 0113 222 3435

Courses with Studio Access

BA Music (Production) - All Studios

BA Music (Production) with any Minor - All Studios

BA Music (Any) with Production Minor - Mixing rooms only

BA Music (Popular) Composition Students (3rd Year) - Mixing rooms only

BA Music (Songwriting) - Songwriting rooms only

BA Music (Film Music) - Mixing Rooms only

FdA Music Production - All Studios

FdA Electronic Music Production - 144 DJ Suite and 116A/B/C

MMus/PG Diploma Creative Musician with Full Studio Access - All Studios

MMus/ PG Diploma Creative Musician with Mixing Room Access - Mixing Rooms only

BTEC Extended Diploma in Music Technology - Studios 108 and 109 (2018 – 2019 only)

Studio Bookings

Studio Types

104, 113, 115 and 422 are classed as HE Recording Studios

108 and 109 are classed as FE Recording Studios (2018 – 2019 only)

107, 114, 116A, 116B, 116C and 420 are classed as Mixing Rooms

111 is classed as a Songwriting Studio

144 is classed as a DJ Suite

Details for recording equipment found within these rooms is available on 'Studio and Technical Support' page on Space.

HE Advance Bookings (Recording Studios)

Advance bookings for Recording Studios are always taken from an allocation.

First year BA Music (Production) and FD Music Production students have 60 hours per semester of allocation with 6 hours available to their group per week. The maximum session length is 6 hours. There is no individual allocation of hours, so all advance studio bookings must be taken from their group allowance.

Second year BA Music (Production) and FD Music Production students have two separate allocations of advance booking hours, one for their group and one as an individual allowance.

- The group allowance is 40 hours per semester with 8 hours available in per week. The maximum session length is 6 hours.
- The individual allowance is 20 hours per semester with 4 hours available per week. The maximum session length is 4 hours.
- Please note that we do not mix and match booking allocations. For example a 2 hour booking cannot have 1 hour taken from your individual allocation and 1 hour taken from your group allocation. If wish to do this you will need to make two separate bookings.
- Please tell us which allocation you would like us to use in the notes field when making the booking. If you don't, we will pick one for you based on how many hours you are using, what you are using the studio for and how many people are attending.

Third year BA Music (Production) students have an individual advance booking allowance of 72 hours per semester with 12 hours available per week. The maximum session length is 8 hours.

MMus Creative Musician students with Full Studio Access have the same level of access as 3rd Production, but the 72 hour allocation is renewed every trimester.

HE 24 Hour Bookings (Recording Studios)

Bookings in large studios made within 24 hours are effectively 'free' in so far as they do not come out of any allocation.

There is, however, an upper limit of 6 hours per day for 1st and 2nd years (this is the maximum you can book in advance with your groups), and 8 hours per day for 3rd years and postgraduate students.

HE Mixing and Songwriting Rooms

Mixing and Songwriting rooms can be booked in advance for a maximum of up to 3 hours. They can also be booked within 24 hours for a maximum of up to 3 hours. Mixing and Songwriting room bookings do not come from any allocation.

You can book 3 hours per day in advance and 3 hours per day within 24 hours, so the maximum time you can spend in these rooms per day is theoretically 6 hours, assuming you have one advance booking and one 24 hour booking.

HE Students using FE rooms (108/109)

FE Music Technology students are timetabled in to 108 and 109 Monday to Friday from 09:00 to 17:00 during term time. HE students are able to book these rooms outside of these times.

Booking at the Counter

You may book a session with us at the counter if the room is free and the booking starts within the hour. These bookings will come out of your 24 hour allocation.

It is not possible book any further in advance than this at the counter.

Booking over the Phone

It is not possible to book studios over the phone, either in advance or within 24 hours. Please only use the Studio Technicians phone number for general enquiries or to tell us if you are running late.

Use of the 144 DJ Suite

The 144 DJ Suite is available only to FdA Electronic Music Production students.

This room does not need to be booked. Access can be gained by presenting your ID card at the electronic scanner on the door at any time during Studio Department opening hours.

Do not give your college ID/Swipe card to other students to gain access to this room.

This room is a HEADPHONES ONLY environment, outside of teaching. Avoid excessive volume when working. High levels will damage your hearing.

All studio rules and regulations apply.

Studio Inductions/Studio Agreement

All studio users on any course must undertake a Studio Induction and sign the user agreement before they are allowed access to the studios or to loan any equipment from the Studio Counter.

Undergraduate Studio Inductions

The undergraduate Studio Inductions take place after enrolment, usually in the 3rd week of September. It is possible for us to schedule catch-up sessions via timetabling. If you miss both of these, it is possible to book an induction on an ad-hoc basis, but this needs to work around the availability of the Studio Technicians, not as and when you would like to do it. There is no technical/tested component to the inductions for undergraduates.

All students will be required to sign the Studio User Agreement.

Postgraduate Studio Inductions

All PG Diploma and MMus students requiring access to Studios must undertake an Studio Induction. Due to the relatively small number of postgraduate students requiring access, these can be negotiated on an ad-hoc basis with the Senior Studio Technician, but they must be worked around the department's workload and around studio availability.

There are two levels of studio access available to postgraduate students, depending on their needs. Mixing Room Access requires the student to undergo a short induction with no technical test component, and to sign the Studio User Agreement. If Full Studio Access is required, then a technical competency test will need to be completed to the satisfaction of the Studio Technicians, alongside the induction and signing of the Studio User Agreement.

Studio User Agreement

This document states that you agree to be bound by these Studio Rules and Regulations. It is signed using an iPad, alongside a 'selfie' style digital photograph of the user. The completed forms are stored on a database accessible by the Senior Technician and the E-Learning Team. Until this document is signed you will not be able to book studios independently. The student number will be required in order to complete the online form.

Restrictions to Access

Staff employed to teach in the studios and students whose course of study includes at least a module on music production can have access, subject to the room allocation of that pathway or course.

Students on a suspension of studies are not permitted to access studios. Access will be reinstated when they have re-commenced their studies, and only on payment of any outstanding charges.

All studio guests must be age 16 or over, must bring appropriate photo ID, sign in at reception and wear the guest lanyard at all times in conservatoire.

Lateness and Cancellations

Lateness

If you are running late please phone the Studio Technicians on 0113 222 3435. If there is no answer, please leave an answer phone message with your name, room booked and an estimate of when you will arrive.

If you are more than 15 minutes late for an advanced booking slot without notifying the Studio Technicians your session will be cancelled and you will be fined £10. You will not be able to access studios until this fine has been paid. Failure to pay the fine off within 5 working days will result in an invoice being raised, which will include a £5 administration fee.

Cancellations

To cancel a booking please use the Room Booker system to submit a cancellation request. Please do not use the 'cancel my booking' email address.

You can also contact us on 0113 222 3435 to cancel a booking if you cannot access the internet.

Again, failure to arrive for an advanced booking slot without notifying the Studio Technicians your session will be cancelled and you will be fined £10. You will not be able to access studios until this fine has been paid. Failure to pay the fine off within 5 working days will result in an invoice being raised, which will include a £5 administration fee.

Timetable Clashes

Any submitted bookings that clash with timetabled lesson will be rejected unless there is a clear explanation in the notes field as to why this should be permitted. For example: if a lecture has been cancelled or a tutor has given you permission to miss a seminar, you will need to state this in the notes field or the booking will be rejected.

Studio Bookings over Summer Maintenance Period

There are no on the day bookings possible during this period due to the Studio Technicians needing to plan when we need to be available at the counter rather than working around the studios, but as long a booking is with us in the CELCAT system BEFORE 8am of the requested day, we will approve it. Any bookings that arrive after this for the same day for the same day will be rejected.

Studio/Equipment Usage Rules

No food or drink in studios or mixing rooms at any time, besides PLAIN bottled water.

Respect the equipment and do not tamper with fixings and permanent wiring.

Report any faulty equipment or breakages to the technicians immediately.

Always respect other students who are working in the room.

Return any signed out equipment to the Studio Counter after use.

All cables must be coiled correctly (like a lasso). If you return any cables incorrectly coiled you will be asked to coil them again. It is not the Studio Technicians' job to do this for you. Please ask a Studio Technician or your tutor to show you how to do this correctly if you are unsure.

Remember that your session end time is the time that you need to return all of your equipment and the room key to the Studio Counter.

Always zero the mixing desk and other recording equipment when you have finished with your session. If you are unsure how to do this please ask your tutor or a technician.

Remember that your session end time is the time that you need to return all of your equipment and the room key to the Studio Counter.

Keep the room tidy at all times.

Always put microphone stands around the edge of the room packed down as shown by your tutor. If you are unsure as to how to do this, please ask a Technician.

Piano lids must NOT be removed.

If you need to take a drum kit apart for any reason, please ensure it is put back together and set up correctly when you finish. This includes the front skin on kick drums.

No external producers should be used by students who have booked the studio in their name, as they are not tutored in our studios and are benefiting from free knowledge via student resources.

Do not roll cigarettes in the Studio. Tobacco is extremely corrosive and adhesive, and can be very harmful to printed circuit boards in electronic equipment.

Avoid excessive volume when working. High levels will damage your hearing.

Repeated infractions of any of the above regulations may result in the issuing of Studio fines and/or disciplinary action via the conservatoire's Student Conduct and Disciplinary Policy.

Loaned Studio Equipment

All equipment borrowed from the Studio Counter must be scanned out to the user's ID card to ensure that they are accountable for all equipment loaned.

All equipment taken out on the day must be returned by the time college closes at 3am, any lateness will result in fines being automatically generated at 4am.

Occasionally it is possible that items can be returned but not scanned in correctly. If you believe a fine has been generated in error please send an email to studiot technicians@lcm.ac.uk

Overnight Loans

All equipment lent overnight must be returned by 12:00 the following day.

Please refer to the microphone list on Space and at the Studio Counter for information on which microphones can be taken on overnight loans. Items highlighted in yellow are not able to be loaned overnight. Items highlighted blue (414s for example) are loaned subject to demand, meaning that if we have enough in to cover studio use, we are happy to lend them overnight.

Weekend Loans

Items taken out on a Friday for a weekend loan must be returned by 12:00 on the following Monday.

The same lending rules apply to weekend loans as overnight loans.

Location Rigs

Location rigs consist of a Macbook, Mac charger, Clarett 8-pre, thunderbolt cable and IEC power lead. Location Rigs can be taken on overnight loans ONCE per student per week. This is due to the level of demand and high price of these rigs.

Performance Rigs

Performance rigs are exclusively for students on the Electronic Music course. They comprise of a Macbook, charger, 2i2 interface and USB lead in a robust Gator case.

Studio Lobbies

The studio lobbies are not recording spaces. It is not permitted to place microphones, amps or musicians in the lobbies at any time. The lobbies must also not be used for storage, and must be kept clear at all times in compliance with fire regulations.

Compiled by David Featherstone, Senior Studio Technician at LCoM, 2018