

This document serves to provide basic information to our students. As with any set of guidelines and regulations, there will be exceptions along the way, so please ask if you have any questions or concerns.

Keys and Card access – card access is arranged through the Building Director's Office, as are key assignments for the various halls and sound recording spaces. A cash deposit is no longer required. SR access is a privilege and responsibility to use and care for expensive equipment and facilities, and with that we expect students to be vigilant of misuse and security, and to always lock doors behind them. The microphone safe in studio A must be kept closed and locked as much as possible, and certainly whenever the control room is unattended.

Studio Use: The rooms, equipment and patchbays must be returned to their normal state after each session, and all microphones, cables, and stands must be put away.

Food and Drink - All studios must be kept clean and free of food and coffee containers. Consumption of food is not permitted within the studios. Water bottles are permitted, but should be kept closed.

Studio A Time is separated into 24 timeslots for students' individual use, with 8 slots for SR1, and 16 slots for SR2. Historically the SR1s have seven overnight slots and one daytime slot. SR2s will draw up a schedule in the first week of September, before the first weekly meeting, and SR1s can choose their slots accordingly. This process is generally left up to the students unless there is a need for faculty participation. The schedule is set for the fall term, and usually changes for the winter term, as class times differ.

All Other Studios: The other studios work differently. Each student is allowed to book one session per week in each of Tanna, Redpath, Pollack Media Center (PMC). In order to let all students have access, mixing sessions in these studios should be kept to four-hour blocks, and recordings in six hour blocks. Priority for these studios goes to any student that has signed up to record a concert in one of the halls, and any student recording more than one concert in the same week is allowed multiple bookings of the associated control room. Be sure to book the control room on the SR calendar when signing up for a concert recording. Hall bookings for recording sessions must be done through the C&P office. Students will be given viewing access to the hall schedules after having completed an orientation session with a C&P staff member. Additionally, SR students must have completed a stages orientation with the Technical Director of C&P before using the halls. For these studios and halls, students can book sessions up to 45 days in advance. Longer sessions, and bookings beyond the 30-day window are possible, but require SR faculty approval, and suitable justification. The Technical Ear Training lab (TETlab) is available for use outside of TET use, but bookings must be done within the 48 hours before the

session time, to allow priority for SR1 TET lab use. ~~Both the MMR studio and MMR control room must be booked through C&P. Again, students are allowed to book maximum 6-hour sessions. [MMR is closed for this academic year]. It is recommended that longer sessions be booked as a team recording, i.e two students can book two slots back to back in order to have a shared 12-hour timeslot. Last minute bookings – anyone finding a studio unused can certainly use it, but it is expected that the SR calendar is updated so we have a record of who is in which space, and at what time. For last minute use of MMR control room only, an email should be sent to C&P copying the SR area chair, so the C&P schedule can be updated.~~ Unauthorized last minute use of the MMR studio is not permitted. The policy is the same with Tanna, Redpath, and Pollack Hall, except for the overnight bookings.

Studio Cleaning – it is in our best interest not to have any cleaning staff in our spaces, so students are expected to keep the spaces clean. This includes removal of garbage, weekly vacuuming, and dusting of consoles and equipment. This is especially important for the MMR studio, as it is a shared space. SR1 is responsible for Studio A, SR2 Redpath and TETlab, and PhDs are responsible for the minus 2 control rooms.

Studio Maintenance – all technical issues and repair requests should be brought to the immediate attention of the SR technician via email copying the area chair, and any other relevant faculty/staff. These reports need to be made in a timely manner, as there are many studios and only one technician: ieronim.catanescu@mcgill.ca

Audio Engineering Society McGill Student Section – we expect all of our students to be members of the AES and to support the activities of our student section. Student membership is quite affordable and there are many benefits to membership including scholarships and job opportunities. Officers of the section are selected each year.

Concert Recording/Live Sound – The coordinators of Concert Recording and Live Sound Reinforcement will expect help from all masters students in covering all the recording and live sound events. This work is a paid, and all students should sign up with the C&P office to receive payments as direct deposit. More details on this process will be provided by the C&P office. All concert recordings are to be archived on the MLAPS server, following a specific filenaming convention which will be provided by the coordinator. All files must be named using this established protocol. Any questions should be directed to the coordinator. We ask that each student commit to at least three concert recordings and one live sound event each term. A Live sound workshop will be held at the beginning of the fall term so that all students will have the same basic skills and feel confident undertaking the more simple live sound obligations. The live sound coordinator is always available for questions and advice, and help with setups whenever possible.

Pianos – C&P asks that you request the use of a piano when you ask for a hall – this way they can track the use of each instrument and plan tunings/maintenance accordingly.

CIRMMT – SR students can apply for CIRMMT memberships, so that they may use the equipment and book the labs, under the name of a faculty sponsor. As such, students are strongly encouraged to attend CIRMMT lectures and workshops, and to participate in CIRMMT events where appropriate. An orientation session is required before any bookings may take place. CIRMMT will support two major SR class projects per term, and these need to be confirmed at the beginning of each term. All other CIRMMT use must be research related, and SR students must present their intended research proposal to the SR area chair or SR Faculty for approval before a CIRMMT booking may be initiated. Any student working directly on a faculty member's research project will be given direct access. Additionally, any single piece of CIRMMT equipment may be signed out for training, under the HQP initiative, as it is in CIRMMT's best interest to have highly qualified personnel available to operate the equipment, such as measurement equipment, consoles, and video cameras. Signature from a faculty sponsor is still required.

Independent Recording Work – Schulich School Halls, studios, and equipment are reserved for the academic enrichment of the students, and official recording work booked through the C&P office, including demo recordings. Recording sessions booked by the students should be for educational/portfolio use and no money may exchange hands. Students may, however, charge for their services when using their own equipment, and for post-production work taking place off-campus.

Class recording projects – It is expected that students participate in the various class projects throughout the year, outside of class time. These projects involve the Orchestra, Opera, Big Band, Film Scoring, and projects with and without video. Faculty will give fair warning of the dates of these events, so that students may plan their schedules accordingly. Many of these projects involve evening and weekend commitments.

Weekly SR meeting – Every Thursday SR holds a general meeting in studio A at Noon. It is expected that all masters students are present. Notice should be given if a student is unable to attend, and it is their responsibility to find out if they missed any important announcements. The meetings are 60minutes or less, beginning with Faculty and staff announcements and concerns, discussion of any technical issues, followed by any student issues. Agenda items may be submitted in advance through the SR website.

If a student has any issue with SR policy they are encouraged to discuss it with the Area Chair or one of the SR faculty. Thank you for your cooperation.