

Service Desk Procedures, Audio Production Rooms

Audio Production Rooms: Location and Access

The audio production rooms are located on the second floor of the Riddell Library, at the back of the music section. From the elevators, turn right and follow the hallway past the music section; the two rooms are situated side-by-side.



Audio Production Room 2L (EL2451A)

This room includes everything you need for recording including headphones, microphones, and a recording interface called the Rodecaster.

This room is best suited for patrons that are:

- Recording in-person podcasts
- Conducting interviews or recordings
- Voiceover recording



Post Production Room 2M (EL2451B)

This room includes an iMac computer with editing software such as Adobe Creative Cloud, Audacity, iMovie, and GarageBand. The space also has a microphone, piano keyboard, and speakers. This room is best suited for patrons that are:

- Editing their audio or video projects
- Editing/recording music in real time

Booking the Audio Production Rooms at the Service Desk

Each room will need three items when using the space:

1. A booking for the space itself (Create or verify in LibCal)
2. The room keycard for the designated room (Sign out in Alma)
3. The accessory kit for the designated room (Sign out in Alma)

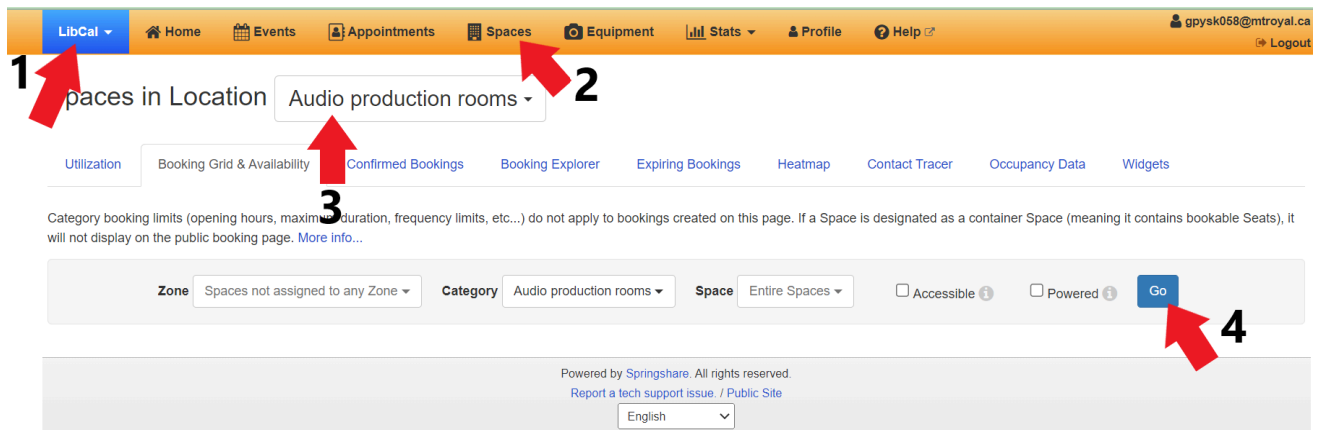


1. Booking the Rooms or Checking for an Existing Booking

Booking the rooms in LibCal

Booking the audio production rooms in LibCal follows the same procedure as booking a group room or any other space in the library. Note: Students can book for a maximum of **4 hours a day, 20 hours a week**:

1. Go into LibCal.
2. Click “Spaces”.
3. For location, choose “Audio production rooms”.
4. Under “Booking Grid & Availability”, click “Go” to the right of the screen.

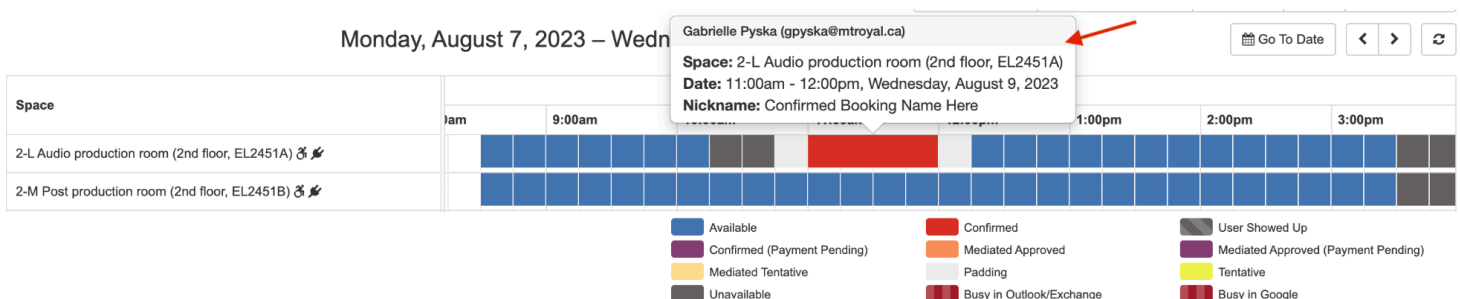


5. Click the proper room and choose the start and end time of the booking, then click “Submit Times”.
6. Fill out Patron’s information, then click “Add booking”.

Checking for an existing booking

Students and staff are able to book the rooms in advance through the MRU Library website. It is important to check their booking time and which room they have booked prior to giving them access to the space. Please verify that the patron loaning out the keycard and accessory kit in Alma is the **same patron** who booked the space:

1. Go into LibCal.
2. Click “Spaces”.
3. For location, choose “Audio production rooms”.
4. Under “Booking Grid & Availability”, confirmed bookings are in red. Hover over the booking to see patron name, booked space, and date and time of booking.



2. Signing Out the Keycard in Alma

The keycard for the audio production rooms can be found in the basket with the rest of the room keys at the Service Desk.



1. Grab the proper keycard for the booked room. Both are labelled on the front with either 2M or 2L.
2. In Alma, scan the patron's OneCard or Community Borrower Card, then sign out the keycard under the patron's Alma account. When loaning out the keycard, please make sure the **name on the patron's card matches the LibCal booking**.
3. Remind them to return the keycard once the booking is complete. Late fees for the keycards are \$2/hour.

3. Signing out the Audio Room Accessory Kits in Alma

The audio room accessory kits can be found with the audiovisual equipment, located on the second shelf near the field recording kits and microphones. These accessory kits are usually required to use the space, and loaning it out with the key is strongly recommended.

1. Select the proper accessory kit for the booked room. Both are labelled on the front with either 2M or 2L.
2. In Alma, scan the patron's OneCard or Community Borrower Card, then sign out the accessory kit under the patron's name. When loaning out the accessory kits, please make sure the **name on the patron's card matches the name on the LibCal booking**.
3. Remind them to return the accessory kit once the booking is complete. Late fees for the accessory kits are \$2/hour.



Returning Items Back Into Alma

1. Make sure to return both the accessory kit and keycard in Alma.
2. Please check that there are no missing items from the accessory kit. There is a checklist on the back of the tag to verify. If there are any missing items, ask the patron to double check their bag and the room, and let Gabrielle know if anything goes missing.
3. Let patrons know that a feedback survey on their experience in the audio production rooms will be sent to their email, and any submissions or feedback is appreciated. This helps track the stats of the rooms and any comments patrons may have.

If patrons have any questions you cannot answer or if they require more in-depth support in the audio production rooms, feel free to direct them to the Audio Production page on the Library website for Gabrielle's contact information. You can also give patrons Gabrielle's card, available at the Service Desk. For immediate room support, please send Gabrielle a google chat to let her know.

Patron Use and Recommending the Right Room

While they may seem similar, the audio rooms 2L and 2M have very different use purposes, and sometimes patrons might not know the difference. Being able to recommend patrons the right room for their needs is important to guaranteeing a good user experience. Listed below is a list of common ways I see patrons using the rooms for their projects.

Audio Production Room 2L

1. Recording a podcast, interview, or audiovisual project with in-person guests.
2. Recording a virtual meeting or interview such as through Google Meet, Skype, etc.
3. Recording an individual audio voiceover or voice clip.
4. Recording video with their podcasts or projects.

Post Production Room 2M

1. Editing their audio or video project after they have finished recording.
2. Uploading their recording files to the computer for editing later.
3. Editing music while recording in real time (Music only, NOT recording podcasts).
4. Needing help with learning anything post production including software, file management, or copyright friendly resources for their audiovisual projects.

Please note these rooms are not regular bookable group rooms, and are meant to be used only for audio or video projects. While we do support the use of the rooms for both curricular and personal projects, student curricular assignments do take priority over any personal projects during certain times of high demand.