

**Policies**

**Lyons' Code of Conduct**

All users and visitors to the Lyons New Media Centre (LNMC) are expected to model our core values of respect, honesty, and responsibility.

The LNMC is open to all McMaster students, staff, and faculty. All are welcome, whether utilizing the equipment for media creation, or enjoying the comfortable environment. Inappropriate behaviours or harassment will not be tolerated.

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. Harassment also includes sexual images in public spaces, deliberate intimidation, verbal or physical threats, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Anyone asked to stop any harassing behaviour is expected to comply immediately.

The LNMC staff, both full time and student assistants, are here to help and to keep the space welcoming. Please respect them at all times.

**Respecting the space**

The Lyons New Media Centre is a multimedia space and focuses on multimedia creation. All computers are equipped with multimedia software that is not available anywhere else on campus. The computers are available for media creation, not for general use or studying, nor are they to be used for watching sports or video.

Always leave the space clean. Pick up after yourself, throw away your garbage, push in your chair. We provide wipes at the desk to clean your work surface, if needed.
Enforcement

Anyone found in violation of any part of the Code of Conduct is expected to comply immediately when asked. Repeated violations are grounds for banishment from the LNMC and possible University disciplinary action.

Camera Equipment

General

• Camera equipment must be booked at least 24 hours in advance. Last minute booking requests may not be possible.
  ◦ If you need equipment for Monday morning, submit a booking request by the previous Friday morning, as booking requests are not reviewed on weekends.
• Bookings are limited to one (1) camera, one (1) lavalier mic, and one (1) tripod at a time per person/per group.
  ◦ If you need additional equipment, this must be discussed with the manager prior to making the booking.
• Bookings are 24 hours or less. Check your confirmation email for full details.
• Equipment is not booked unless you receive a confirmation email.
• Need to cancel your booking? Drop us an email to let us know.

Borrowing Policies

• Only the person(s) listed in the booking may check out the equipment at the time of the booking. An additional person may be added to the booking if you provide their name and email address at the time of the booking request.
• The cameras come with one SD card. Lyons does not provide additional or larger SD cards. The responsibility is on the borrower to provide additional storage if needed.
  ◦ Another option is to film at a lower quality to be able to fit more on the SD
card.
• Report any broken equipment immediately to the Manager.

Returning Equipment

• Anyone can return the equipment, as we do not need to see ID with returns.
• All equipment must be checked out and returned to the Lyons Service Desk.  
  *Do not* return it to the main desk on the first floor of Mills.
• *Be prompt in returning equipment.*
• Recharge the camera before returning it.
• Remember to grab your files and remove them from the camera's SD card.
  ○ Do this *before* returning the camera. We cannot check the camera back in until the SD card has been returned to the camera.
• Camera equipment cannot be removed from your account if returned with missing components. Ensure all pieces are present in the carrying case before returning equipment.

PDF version