

# RESERVATION AND USE POLICY FOR THE UNIVERSITY OF GEORGIA SCHOOL OF LAW PODCAST STUDIO

## PURPOSE OF THE PODCAST STUDIO

The Podcast Studio within the University of Georgia School of Law Library (the “Studio”) was launched in 2017 by faculty and staff of the Law School in order to provide additional resources and expertise to support scholarship, instruction, and learning for the Law School community. The primary purpose of the Studio is to provide Law School faculty, staff, students, and student organizations (together, the Law School community) access to the Studio’s resources in order to supplement study in various areas of the law, and facilitate academic discussion beyond the classroom.

The Studio is provided by the Law School as a service to members of the Law School community in furtherance of their academic and educational development. As such, only members of the Law School community may use the Studio, and only subject to the guidelines set forth in this policy.

Use of the Studio is intended to be for programming that supports and furthers the educational mission of the Law School. The University of Georgia School of Law reserves the right to prohibit the use of the Studio for any purpose that violates federal, state, or local law, or is prohibited by the University System of Georgia, University of Georgia or Law School policies, including the Solicitation Policy, the Copyright Policy, or the NDAH Policy. Unless otherwise clearly stated, the Law School does not endorse, and is not affiliated with, any podcast, product, or recording created by individuals using the Studio.

## RESERVING A SPOT

***Who can Reserve?*** The Studio is available to current members of the Law School community. Individuals or organizations granted access to the Studio may invite guests to participate in their podcasts. The reserving individual or organization is responsible for the conduct of guests during Studio use. This includes the proper handling of equipment, use of the Studio for appropriate purposes, and compliance with this policy.

***Making a Reservation.*** In order to ensure Studio availability, individuals or organizations wishing to reserve the Studio must do so at least five (5) business days in advance of the intended time of use. The Studio may be reserved online using this registration form. **Please note** that the reservation of time in the Studio does not create a license or any other legal right to use the Studio, and the Law School may move or cancel a reservation if circumstances require.

***Responsibilities of Reserving Party.*** The individual who completes the reservation request form assumes responsibility for assuring the appropriate use of the Studio and equipment. Reserving individuals, student organizations, and guests may not misrepresent their purpose for using the Studio or may forfeit future use. The Studio should be left as it

was found unless permitted otherwise by the technician. Failure to care for the Studio or the equipment may result in charge or the future denial for use of the Studio.

***Availability of the Studio Technician.*** Reservations are conditioned on the availability of a technician. **The studio may not be used without a technician present.** The Law School will schedule a technician to provide access to, and instruction on, the use of the Studio equipment. Individuals or organizations with a reservation to use the Studio are expected to arrive promptly at the beginning of the reserved time to meet the technician, or otherwise forfeit their reservation. If exigent circumstances render the technician unavailable during the time an individual or organization has reserved the Studio, the reservation will either be shifted to the next available time during which the technician is available, or such other time as the reserving individual or organization coordinates with the technician.

## **USAGE GUIDELINES**

Please help the Law School keep the Studio clean, safe, and ready for others to use by following these guidelines:

- Use of the Studio must always be in compliance with any directions from the technician regarding the use of the space and equipment.
- No alcohol, tobacco products, open flame, or non-service animals in the Studio.
- The studio cannot be used for commercial gain.
- Clean up after yourselves and your guests.
- Do not alter the Studio or its equipment in any way unless with technician permission.
- Do not stay past your scheduled time slot.
- At the beginning of the podcast, the user shall state that content does not represent the views of the University of Georgia or the Law School
- The content of a podcast should not imply or claim any endorsement or affiliation with the University of Georgia beyond a statement identifying participants' affiliation with the Law School (e.g.: professor at the Law School, 2<sup>nd</sup> year student at the Law School, student organization at the Law School).
- The studio may not be used to create a material and substantial disruption of school activities, or an invasion of the rights of others.

Failure to abide by these usage guidelines may result in future denial of studio access.

***Failure to comply with University of Georgia policies or federal, state, and local law may result in the cancellation of future existing reservations and/or restriction from the use of the Studio in the future. Discrimination in the use of the Studio by any individual or organization in violation of the University's NDAH Policy is prohibited.***