

Media Creation Lab User Agreement

The user agreement outlines your Media Creation Lab (MCL) user responsibilities. If you break the terms of the agreement, you will incur fines and loss of privileges. This agreement is renewed annually, and full details are available in our [Booking & Loan Policy](https://www.library.yorku.ca/ds/home/dsc-policies/booking-and-loan-policy/) (<https://www.library.yorku.ca/ds/home/dsc-policies/booking-and-loan-policy/>).

CONDUCT

- I acknowledge that anyone can be a media creator. I want anyone with an interest in these tools and spaces to feel welcome regardless of background or technical ability. I agree to help create a [Safer Space](#) for everyone.

LIABILITY

- If I damage or lose MCL equipment, whether offsite or in MCL spaces, I will pay the cost of repair or replacement along with the associated service fees.
- I am responsible for any guests I bring into MCL spaces and am liable for any loss or damage they cause. I will not let my guests use equipment for which they are not trained.
- I understand that I am responsible for saving my digital files.
- I will check the state of equipment and spaces when I receive them. If I notice a problem with what I have borrowed/booked, I will notify MCL staff immediately.

MCL SPACES

- I will arrive for my space booking, and end my space booking, on time.
- I will return the room to its original configuration before I leave.
- I will not eat food in MCL spaces. If I am thirsty, I will drink water from a spill-proof container.
- I will respect the people around me by not making unnecessary noise while I work.

MCL EQUIPMENT

- I will pick up and return equipment on time. I understand I will be fined \$5/day for late returns.
- I will return equipment complete and in the same condition it was in when I borrowed it.
- I will not leave equipment unattended while it is in my possession.
- I understand that I, myself, must return my borrowed equipment to the MCL. I cannot ask another person to return it for me or return it to someplace other than the MCL.