In the Multimedia Support Center, we strive to provide adequate and up to date service in the areas of media allotted to students, staff, and faculty. The following should be considered as guidelines and policies when booking and using the Multimedia Lab Whisper Room.

1. The Whisper Room’s primary purpose is to be used by and in support of CSCC students. Faculty and staff seeking a space for productions should consult with DEIS.

2. Scheduling of the Whisper Room is managed by the Multimedia Support and Circulation Staff. All persons within the room must each present a picture I.D. to library staff before your session, then the staff will unlock the Whisper Room door for you.

3. Students can book up to two months in advance of the requested date. A faculty or staff sponsor can extend this window; staff and faculty can reserve the Studio up to 6 months in advance of the requested date, given their event meets the restrictions of the space. No recurring booking is permitted (i.e. ‘every Friday’ or ‘every third Tuesday’).

4. Students can reserve the Studio for a maximum of 4-hours per block within the Studio’s available times. Reservations can only be extended on the day of and only if there is no other demand for the space.

5. If you wish to rescind or cancel your request, please contact a Multimedia Support staff member as soon as possible and within sufficient time before. Multimedia and other designated library staff reserve the right to cancel reservations at their discretion with little to no notice.

6. Please arrive no earlier than the requested start time and leave no later than the requested end time. If you think you will need additional time to set up or clean up afterwards, please adjust your time request to reflect this. If no one arrives to claim the reservation within 30 minutes after the requested start time, the entire reservation will be forfeited.

7. There is no food or drinks allowed in the Whisper Room or the Multimedia lab except for bottled water.

8. The Whisper Room can fit 2 people and is designated as a work-space only. Those using the space must be working on a project. The room is not a hangout zone.

9. Whisper Room security is under the control of Columbus State Police Department and authorized staff reserves the right to inspect and/or evict the occupants at all times.

10. Personal items should not be left unattended in the library. Please pick-up and remove all materials and personal items after your session is complete and prior to exiting the room.

11. The Whisper Room is not soundproof. Every effort should be made to ensure that other library users are not disturbed by the conversation or recording within the Whisper Room. Likewise, it is possible to still hear sounds that originate from outside the Whisper Room. Please keep the door closed while in use and upon your exit from the room.
12. Any questions regarding equipment should be directed toward Multimedia staff. Please do not make any adjustments to the equipment arrangement, plug-ins, or recording equipment itself. A Multimedia staff member will assist in setting up and adjusting the setup to meet your needs. Any issues or failure of Whisper Room equipment should be reported to Multimedia or library staff as soon as possible. Failure to report issues or failures could leave you liable for any damage.

Unauthorized use of the Whisper Room and usage not in accordance with these guidelines may result in immediate eviction and loss of future access. The library staff and Public Safety are both authorized to evict a group or an individual who is in violation of the guidelines. Any individuals with three evictions or violations in one semester will no longer be eligible to use the Studio for the remainder of that semester. Violations and evictions are tracked on the library account of the individual who reserved the room or is listed as the event contact. If a group vacates voluntarily as a staff member is approaching the room, the eviction may still be recorded on their library accounts if that was the intent of the staff in approaching the group.

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