

Equipment and Computer Use Policy:

1. We welcome the use of laptops and other personal computing devices in DDR. Users may connect personal equipment only to the wireless network, or to ports designated for such use. Use of personal equipment, such as extension, adaptor, or power cords must not pose a safety hazard for others.
2. DDR computers are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing etc.
3. The individual who reserves the computer and equipment will be considered the primary user and is responsible for any damage or misuse of the equipment, regardless of the number of people using the room.
4. Users who damage the equipment will be charged a repair or replacement cost. Any user who introduces a virus, misuses or damages the equipment; or attempts to delete or modify either hardware or software will be held liable for all damages.
5. Equipment must be used in DDR and cannot be taken offsite unless specifically arranged by exception with DDR staff.
6. Users must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from DDR equipment. USB memory sticks are sold in both storefronts.
7. No food or drinks of any kind are permitted when using the equipment and/or computers.
8. Equipment and computers may be used for lawful purposes only and cannot be used to create content that is:
 - Prohibited by provincial or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well being of others.
 - Obscene or otherwise inappropriate for the public environment.
 - In violation of another's intellectual property rights; for example, the 3D printers and scanners may not be used to reproduce materials subject to copyright, patent or trademark protection.
9. If you wish to make any suggestions for equipment or programs for DDR, please fill out the **Suggestion for Purchase form**.
10. DDR is an evolving resource; therefore, these guidelines are subject to change without notice.

11. Reservations can be made online, by phone or in person:
 - a. Same day requests must be done by phone or in person.
 - b. Request up to one week in advance.
 - c. Reservations will be held for 10 minutes after the scheduled start time.
12. DDR staff are available for limited assistance. Staff are not experts on every piece of equipment or software; however, they will assist as much as they can and both staff and users can learn together. Members who need extra help are encouraged to book an appointment for one on one assistance.
13. At times, the demand for equipment and computer usage could exceed availability. You are asked to be sensitive to the needs of others and limit equipment and computer use during times of heavy demand. DDR may take additional steps to regulate equipment and computer use, such as requiring reservations and setting time limits.
14. Users should demonstrate respect for individuals' rights to privacy and freedom from intimidation or harassment. You are asked to be sensitive to the fact that some on-screen images, sounds, or messages create an atmosphere of intimidation or harassment for others. DDR may take steps to maintain an environment conducive to its intended uses.

Users who fail to comply with this policy may have access privileges suspended or revoked.