

Podcast Room Usage Policy

October 2026

To ensure a safe, orderly and professional environment for all users, please observe the following rules when using the Podcast Room.

1. Purpose and Permitted Use

The Podcast Room is intended solely for teaching-related audio and video recording, academic programme promotion and cultural engagement purposes. Recording or live streaming for non-teaching purposes is not permitted.

2. Noise Control

Please keep noise to a minimum at all times. Close the door when using the room and refrain from shouting, loud conversations or any other activities that may disturb others.

3. Food and Beverages

Eating and drinking are not permitted in the room, with the exception of plain water.

4. Equipment Use and Care

All equipment must be handled with care and used only for its intended purpose.

- Equipment must not be moved or removed from the room.
- Do not disassemble, relocate or modify any equipment.
- Do not connect personal or external equipment to the room's systems without prior permission from library staff.
- Unauthorised plugging, unplugging or reconnection of equipment is strictly prohibited.

5. Equipment Damage or Loss

Users are responsible for any repair or replacement costs resulting from equipment damage or loss caused by misuse, improper handling or negligence during their use of the room.

6. Computer and Software Settings

Users must not modify system settings or install, uninstall or otherwise alter software on computers provided in the room.

7. Data Storage and Backup

Users are responsible for saving and backing up their own files. Please bring a USB drive or other appropriate storage device for this purpose.

Library computers may be restored to their default settings after each session. The Library is not responsible for any loss of user data, files or recordings.

8. Room Layout and Furnishings

The existing room layout must be maintained. Users may not rearrange furniture, alter the room configuration, or add decorations, furnishings or other items without prior permission from library staff.

9. Compliance with Library Rules

In addition to the room-specific rules stated above, all users must comply with the Library's general rules, regulations and policies.

10. Administration and Policy Updates

The Library reserves the right to interpret and administer these rules and policies at its discretion. Any updates or changes to the Code of Conduct will be communicated through official Library channels.

Thank you for helping us maintain a professional, safe and well-maintained environment for teaching and recording.