

Digital Audio Workstation Responsibilities

Background

The equipment for the Digital Audio Workstation (DAW) was funded through an STF grant (see proposal at http://depts.washington.edu/sacg/projects/commons_audiolab.shtml) and opened in fall 2002. The DAW operates during all of OUGL's opening hours. See the documents "DAW Policy 7-28-2004," "DAW Statement of Responsibility 3-2004," and "How to Reserve the DAW and Smart Board" for public documentation concerning the room. This information is also posted on the OUGL web site at <http://www.lib.washington.edu/ougl/daw.html> and is updated periodically. Booking instructions for staff (for both the Millennium and Denali systems) are kept for internal staff use only.

OUGL staff are responsible for:

- Booking and circulating the room
- Creating and updating policies and procedures, in consultation with the OUGL lab manager
- Communicating changes in policies and procedures to lab staff
- Maintaining informational web pages and handouts and updating them in a timely manner
- Reporting technical problems to lab staff, if users report them to the library service desk rather than to the 2nd floor lab desk

EPLT/SACG staff are responsible for:

- Providing technical support for people using the room, including the creation of help guides and other documentation if appropriate
- Checking the room for damage or theft on a daily basis
- Providing training in use of the DAW equipment through workshops and consultations
- Reporting technical problems to library staff, if those problems impact room booking or necessitate a shutdown of the room

Key Contacts:

Libraries:

Kathleen Collins, OUGL Reference Services Coordinator
OUGL 108B
685-2771 or collinsk@washington.edu

Anne Davis, OUGL Access Services Librarian
OUGL 152
616-1969 or adavey@washington.edu

EPLT:

Damien Koemans, OUGL Lab Manager
OUGL 240F

616-2868 or dkoemans@washingtton.edu

Greg Koester, Educational Technology Manager
(includes responsibility for scheduling Collabs and EPLT's public workshop series)
Mary Gates Hall 320
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Booking contortions necessitated by the arcane and frustrating III online booking module:

The DAW was initially managed with paper sign-up sheets kept at the reference desk. However, this arrangement was unsatisfactory for a number of reasons, and the Libraries eventually moved to online booking and circulation of the room.

UW Libraries' online booking module (an Innovative Interfaces module) limits users to booking 4 hours in advance. Once one of the booked hours has expired, the user can book a replacement hour, but at any one time they'll only be able to reserve 4 future hours. Staff can override this limitation on the staff side of the online system, in either the Millenium (Windows) or "Denali" (telnet/text) interfaces. However, there is currently only one circumstance in which staff should override the 4-hour limit, and that is in the case of EPLT/SACG staff who need to book the room for maintenance, staff training, or walk-in workshops for UW students. Since it is often necessary to DAW for these purposes before EPLT knows the name of the staff member who'll be checking the room out, the lab has been issued a library card in the name of the "DAW Instructor" to make these bookings a little smoother.

DAW Instructor card (for booking the digital audio workstation)

A DAW Instructor Card was issued in July 2004 to regularize DAW bookings by EPLT staff who need to develop documentation and training workshops. Damien Koemans is the keeper of the physical card and the Denali system is installed on his office computer to aid in booking. EPLT staff needing to check out the room as DAW instructors should present themselves at the 1st floor circulation desk wearing their EPLT name badges and identify themselves as DAW instructors.

With the DAW Instructor barcode, EPLT personnel can book the DAW in advance for a total of 4 hours using the self-booking function in the public catalog mode (see handout "How to Book the DAW...", or http://www.lib.washington.edu/services/facilities/studyrooms/how_to_book.html). If it is necessary to reserve the room for more than 4 hours, Damien Koemans can do so at the staff reference computers, or in Damien's office; staff can also email Kathleen Collins or Anne Davis and ask that the room be reserved under the DAW Instructor name with no time restrictions.

--K. Collins, updated 7/28/04