

Regulations for the Use of the Rooms and Laboratories of the Chair of Multimedia Technology

of 2020-04-17

These regulations are considered to be a supplement to the *general site regulations of the TU Dresden*¹ as well as the *terms of use for computer and communication technology and information security at the TU Dresden*², taking into account the specific conditions of the rooms and laboratories of the Chair of Multimedia Technology (Interactive Media Lab). The acceptance of these user regulations is a condition for the use of the rooms and laboratories of the Chair of Multimedia Technology.

1. The use of the resources is only permitted for persons who are authorised to use them by agreement with the staff of the professorship. The authorization is limited exclusively to forms of use agreed upon with supervisors or responsible staff members.
2. Users must behave in the rooms and laboratories in such a way that the existing technology is not damaged and other users are not impaired in their work. A responsible use of the provided resources is expected. In the event of loss, damage or soiling on the user's own responsibility, compensation must be paid.
3. If the user notices functional deficiencies or damage to the hardware or software, he/she shall immediately notify the staff of the professorship.
4. If there are any uncertainties regarding the operation of the devices, a member of the professorship staff should always be consulted to avoid damage to hardware and software caused by incorrect operation.
5. The users undertake to keep passwords, user names, etc. secret, not to pass them on to third parties and not to use them for purposes other than those permitted.
6. In order to keep the devices available for as many users as possible and to avoid unnecessary use, their use should be limited to the necessary project work. Especially special hardware, such as sensitive displays, should only be used for tests and development steps necessary with the device.
7. The workplaces must be left in an orderly condition. The consumption of food in the laboratories is prohibited. All objects brought along, especially waste, must be removed when leaving.
8. The rearrangement of equipment and tables in the laboratory is only permitted in special cases and only in agreement with the staff of the professorship. Changes to the computer settings also require approval. In particular, any kind of software installation and uninstallation must be avoided. In exceptional cases, a specific installation can be carried out after consultation with the staff. Should certain programs be necessary for the successful implementation of a project, Mr. Wähler (Room: 2061) and the respective project supervisors are available as contact persons.
9. When leaving the laboratory, each user must ensure that the equipment used is switched off, that it is protected by e.g. covers, and that the windows and doors are closed and, if there are no other users in the laboratory, locked.
10. If the users have not been given their own key, a member of staff of the professorship must be informed. In case of absence of the staff members, the security staff at the entrance of the faculty building has to be informed so that they can lock the laboratory doors.
11. The loss of a key provided on loan must be reported immediately. It is not permitted to give a received key to a third party.
12. The research of the professorship has priority. Resources may be blocked by the heads of the laboratories at any time, especially in the case of hazards, technical problems, or personal requirements by the professorship. The laboratory management will try to announce the blocking of resources as early as possible.

¹ <https://www.verw.tu-dresden.de/AmtBek/PDF-Dateien/2012-04/sonst01.08.12.pdf>

² https://tu-dresden.de/zih/dienste/nutzungsbedingungen/benutzungsregeln_und_vorschriften