



Digital Audio Workstation Policy and Schedule

The Digital Audio Workstation (DAW) is [Room 216](#), on the second floor of the Odegaard Undergraduate Library. The DAW workstation is operated by the Odegaard Undergraduate Library (OUGL) and the Student Access and Computing Group ([SACG](#)).

The equipment in the DAW is funded by the [Student Technology Fee](#).

The DAW is for the use of current UW students, faculty, and staff.

The room can be reserved in advance, for up to **four hours** per individual.

The DAW may be scheduled

- online: www.lib.washington.edu/services/facilities/studyrooms/
- over the telephone: **206-543-2990**

Your reservation will be canceled if you are more than 10 minutes late and somebody else requests the room.

The condition of the room and the equipment in it are the responsibility of the person on the room schedule.

You may not install your own software on the computer in the DAW.

Do not bring food and drinks in the DAW room.

Procedures:

Book your time in the Digital Audio Workstation online (www.lib.washington.edu/services/facilities/studyrooms)

At the scheduled time, present your [UW ID card](#) at the Information Desk on the [first floor](#) of Odegaard. A staff person will take your UW ID and check out the room to you through the Libraries' circulation system. You will receive a case with audio equipment and a key to the room. Use your [UWNetID](#) to log in to the workstation.

When you are finished with the workstation, return the equipment settings to their original state. Return the case and the key to the first floor Information Desk to get the room checked in. **If you do not do this, the room remains checked out to you and you may incur overdue fines.**

When you are finished with the workstation, return the equipment settings to their original state. Go to the [second floor](#) Help Desk and ask a lab consultant to check the condition of the room. After the room is checked, you will be given back your UW ID card.

*Revised by Susan Clark, 11/22/02
Revised by K. Collins, 08/14/03 (online booking),
11/03/03, 03/25/04 (room circulation)
7/28/04 (booking)*