



**University of Colorado
Denver**

The Recording Core

Policies & Procedures

Welcome to the UCD Recording Core. In this guide you will find the rules and policies for a successful semester in the UCD recording core.

Recording Core Information:
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Table of Contents

| | |
|---------------------------------|----|
| <i>Table of Contents</i> _____ | 2 |
| <i>Rules</i> _____ | 3 |
| <i>Core Studio Staff</i> _____ | 4 |
| <i>Booking Procedures</i> _____ | 4 |
| <i>Hours</i> _____ | 4 |
| <i>Booking Time</i> _____ | 5 |
| <i>Session Procedure</i> _____ | 7 |
| <i>Keys to the Room</i> _____ | 7 |
| <i>Media</i> _____ | 8 |
| <i>Hard Drive Storage</i> _____ | 9 |
| <i>Equipment</i> _____ | 10 |
| <i>Facilities</i> _____ | 10 |

Rules

If any of the following rules are broken during the course of a recording session, the session will be terminated, and you must speak with the lab manager before you can get your studio privileges restored. If any member of your group breaks one of these rules, the entire group will be suspended from recording, so it is every member of the group's responsibility to police itself. Policies are subject to change throughout the course of the semester, and may be dictated by the Instructors, Faculty Core Manager, or Student Lab Manager.

- **No Food or Drink will be allowed in any control room or studio in the core. It is the student's responsibility to ensure that all guests abide by this rule.**
- **All equipment must be returned to its normal and default state at the end of the recording session.** (If the equipment is found to not be normal, please report this to the lab monitor on duty)
- **Clean Up All Materials After Class & Sessions**
- **Do not adjust any permanent cabling attached to any of the rooms, such as behind the racks, mixers, speakers, etc.** (If any cabling is found to be moved at the start of the session, please report this to the lab monitor on duty)
- **No smoking or alcohol in the building**
- **Respect the Monitor-They are your friend**
- **Storage of Musical Instruments in the Core, during the day before a later session is NOT allowed.**
- **No using the facilities under the influence of alcohol or drugs** (if this is suspected, your session will be terminated). **Any use of drugs or alcohol on the premises will result in campus security being called**
- **Theft of Equipment** (will result in a criminal offense reported to Campus Security and prosecution under local and state law)
- **Willful Damage to Equipment** (Accidents do happen. If something breaks, please report it immediately to the monitor on duty. If something breaks due to gross carelessness or "horseplay" you will be held financially liable)
- **Unauthorized Copying of Faculty Recorded Tracks for purposes of mixing and mastering**
- **Installing any software on any of the computer workstations**
- **You must be enrolled as a UCD student, and enrolled in a recording arts class with a lab component to use the studios**
- You are also subject to any and all items covered in the Handbook of Student Conduct.

Core Studio Staff

The Core is staffed with the following helpful people.

Faculty Manager: Tyler Soifer

Monitors: Doug Brown; Karissa Butts; Adrienne Hayes; Joey Hidalgo; Luke Hottenroth; Michael Jelinek; Steven Leccese; Alex Maya; Scott Piz; Robert Sands; Brian Speise; Christopher Scott

Booking Procedures

Paperwork

Before you can book a session for the semester, every member of your group must have completed the requisite paperwork:

- **Student Contract** - This ensures that you have read the policies and procedures of the recording core.

Hours

The recording studios will be closed on any days that the campus is closed, including Thanksgiving and Spring Break, as well as any holidays that the campus is closed.

These include days that the campus is closed due to inclement weather.

Spring/Fall-

CORE/ARTS: Mon-Sat 9am-10pm, Sunday 9am-10pm

KING CENTER 146: Mon-Sat 9am-10pm, Sunday 9am-8:30pm

CU BUILDING (8TH FLOOR): Mon-Sat 9am-10pm, Sunday 9am- 9:30pm

The studios are open from the third week of the semester until the last day before finals week.

Booking Time

The booking schedule observes the week that starts on Monday and ends on Sunday.

You may book time starting on Monday for the entire week and the week following.

You must book the studio time in person with a lab monitor on duty, unless you are a graduate students, then you may book time by calling or emailing the Recording Core.

Graduate students are allowed to start booking for the following 2 weeks 3 days prior to undergrad students. Graduate students are allowed to email room requests.

Available time in a studio may be used up the day of by “vulture-ing” those hours.

Booking of projects will be done to make optimal use of the schedule, so you will probably not be able to book time from 5pm-9pm, when the studios close at 10pm. If such an occasion is allowed for a particular room, you will be expected to vacate the room at the time that you are scheduled to leave.

Booking is done on a computer, double check your print out confirmation to make sure all information has been entered correctly.

There may be occasions when a studio session needs to be rescheduled due to faculty or course necessity. **YOU WILL BE COMPENSATED FOR ANY LOST TIME.**

Arts 295-This is a shared facility with the different colleges on the Auraria Campus. It can be used as a tracking room for H, but must be reserved in advance. It may take a few days in order to get your request approved or denied, so the further in advance you plan, the better your chances of using that room will be.

Equipment Requests - Equipment requests are to be turned in for each recording session. This should include *microphones, stands, cables, outboard gear, headphones, headphone boxes, and adapters*. It is ideal to turn them into the office at the time when you book the session. The equipment requests will be honored in the order that they are received. Additional equipment may be necessary for your session and so an additional equipment request can be turned in. This also allows the Lab Monitor to prepare your request in advance. If there is any equipment that you requested, that you found that you do not need, it is appreciated if you return it to the Monitor Office, so that that another group can use the equipment.

Special Microphones & Outboard- Are available to all students who have completed Audio Production II.

Double Booked Sessions - If a group double books their allotted time, either accidentally or intentionally, both of the recording sessions will be cancelled, and then you will be informed of the cancellation afterward. You will need to rebook your session in person. It is advised to either have everybody come down to the office to book the time, or have a single designated person to book the time for the group

“No-Show” Sessions - If your group is unable to attend a scheduled recording session, please call or stop by the recording core as soon as you know so that we may schedule another group. If this occurs more than once, or occurs during the two weeks prior to midterm or finals week, you will lose at least 1 week of recording time.

Late Sessions - If you are running late to a session, it is your responsibility to call the Core office. If you do not call the Core and inform them your group is running late, the time **WILL BE CANCELLED** by the lab monitor, after 30 minutes, if there is another person or group in need to use the facility. Your time will not be re-booked for that week. If there is a problem with a monitor running late, please speak with the faculty lab manager.

Special Circumstances-If there are special circumstances that need to be accommodated, there is can be some flexibility allowed if you speak with your instructor and the Faculty Core Manager.

Session Procedure

It is in your best interest to arrive at your recording session in advance so that you can get the equipment that you have placed on your Equipment Request.

Keys to the Room

Studio D/E/F/G/H/J (studios in Arts 285)

The lab monitor will unlock the studio for your session, as well as lock the studio after you are done. Inform the lab monitor that your session is complete, and accompany the lab monitor back to the room for inspection, and then he or she will lock the room. If you need to take a break, or the monitor is going to be unavailable, you will be given the key to that room for the session. **DO NOT LEAVE THE ROOM UNACCOMPANIED AND UNLOCKED FOR ANY REASON.**

Studios CU815A/B & KC146

The lab monitor will check you out a key for each of these rooms. They are to be returned at the time specified at the end of the session. If there is another group coming down to either of these rooms, and your paths are going to cross, then you will be able to just hand the key to them **ONLY** if you have spoken with the lab monitor on duty. You need to have your card encoded to enter the first door in KC146, and then check out the hard key to get you into the 2nd door. For CU815A&B, checkout the swipe access card from the Core office, this gets you in the building doors and studio doors.

Card Encoding

All students are suggested and in some cases required to get their student IDs encoded for swipe access to some areas. To get your ID encoded go to:

Facilities Management Office (303-556-3260) during the following hours:

Monday, Tuesday, Thursday, and Friday: 1pm - 2:30pm

Tuesday, Wednesday, and Thursday: 8am - 9am

Monitoring

A Lab Monitor, or Faculty member can stop by the control room at any time during the session to make sure there are no problems, and that the equipment is being used properly.

Ending Your Session

You must plan your recording session, so that you and your musicians will physically be out of the studio and control room by the end of your session time. Then see the lab monitor on duty, and he or she will inspect the studio with you to make sure that everything has been normalled, all equipment is undamaged, and that the permanent wiring has not been adjusted. You should also include enough time at the end of your session to Check In any equipment that you used in your recording session. If you are not out of the studio by the time your session is over, **you will lose an amount of recording time** in the future.

BUDGET ANY TIME REQUIRED TO BACKUP FILES IN YOUR RECORDING TIME

Normaling-All the equipment must be normalled by the end of your recording session. This includes bringing all consoles to a zero state with all faders down, pan pots placed in the center, aux sends returned to zero, as well as anything else on the console. You are also required to normal all outboard gear as well.

Maintenance-There may be occasion that minor maintenance will need to be done during the course of your session. Please be respectful for this intrusion. If it disrupts your session too much, you will be compensated for time on the schedule.

Media

You are to be responsible for your own media, with regards to course requirements. Certain courses will provide some recording media, while others, the students will be responsible for the media themselves. The instructor will inform you of the course requirements.

Alesis HD24-Working Hard Drives will be provided, as will a backup hard drive for everybody. The monitor office will periodically backup the main backup hard drive, and erase the working drives on a weekly basis. For your sessions, you will need to restore to the working hard drive from the backup hard drive. Students are highly encouraged to back up their projects using the Fireport on one of our Apple Computers, and from there you may burn them onto CD-R, DVD-R, or your own Firewire or USB 2.0 Hard Drive. You can obtain extra hours to do this.

DTRS Machines-Tascam DA78, DA88, & DA98. The only media that will be allowed will be Fuji DTRS Media. **NO HI8 TAPES ARE TO BE USED.**

Analog Tape-For the upper division courses using analog tape, there may be a limited supply to borrow for your course, however, those tapes will be erased after mid-term, if need be, and definitely at the end of the semester, so you will want to backup those recordings onto Pro Tools. You may also use your own Analog Tape as well, provided that the tape is new, and is the same operating level and bias as those used for the other courses.

Pro Tools-For Pro Tools Sessions, basic templates have been provided, as well as an I/O setup. Please adhere to the proper procedure for starting a session using the correct settings; otherwise you will have problems further down the road. You are responsible for backing these files up to DVD-R/W, CD-R/W, or your own Firewire or USB 2.0 Hard Drive. Drives will be erased at the end of each day!

Media can be purchased at a couple of places in town, as well as over the Internet. Stop by the Monitor Office for any suggestions.

Hard Drive Storage

IF YOU DO NOT HAVE YOUR PROJECT BACKED UP, YOU CAN CONSIDER NOT HAVING YOUR PROJECT RECORDED AT ALL. HAVING AT LEAST TWO BACKUPS IS HIGHLY RECOMMENDED.

Alesis HD24-For projects recorded on these digital machines, you are responsible for transferring from your working drive to a backup drive, as the working drives WILL be erased several times throughout the course of the semester. At the start of each session, you may then transfer from the main backup hard drive to a working drive. It is also recommend that you backup the files using the Fireport on one of the Mac computers, and then onto CD-R or DVD-R.

Pro Tools-You must backup each file on CD-R/CD-RW/DVD-R or DVD-RW after each session as the computer's hard drive will be erased daily. You may also use your own Firewire hard drive. The G5 computers are also equipped with USB 2.0, so you may use one of those drives as well.

Notes requesting that a particular drive not be erased will be disregarded.

Equipment

If a piece of equipment is found to not be functioning properly, make sure to inform the lab monitor, and fill out a Maintenance Request form. These problems will then be analyzed by the Lab Monitor, and Studio Tech.

DO NOT ATTEMPT TO REPAIR ANY CABLE OR PIECE OR GEAR YOURSELF.

Facilities

Monitor Office (Arts 285B)

Workshop (Arts 285A)

Control Room D (Arts 285D)

- Mackie 32x8 Analog Console
- Digidesign 002 with Pro Tools LE
- Apogee Rosetta 800
- Apple MacPro
- Genelec 1030 Monitors w/ subwoofer

Studio E (Arts 285E)

- Wenger iso-booth
- Attached Studio for Control Room E

Studio F (Arts 285F)

DAW Edit/Mix Station

- Apple MacPro
- Digidesign 002 with Pro Tools LE
- Apogee Rosetta 200
- Genelec 1030 Monitors
- M-Audio Radium 49 midi controller

Studio H (Arts 285H)

- Neve 5088 24x32x8 console 24ch of Dynamics
- Pro Tools HD2 Accel system (24 in/32 out)
- Digidesign Sync I/O
- (2) Digidesign 192 i/o
- Apogee Rosetta 8 Channel A/D & D/A Converter
- Otari MTR-90 2" 24-Track Analog Recorder
- Genelec 1030 Near field Monitors
- Genelec 1034B Far Field Monitors
- CD Recorder
- Apple MacPro

Control Room J (Arts 285F)

- Yamaha DM2000 VCM console
- Digidesign HD2 w/ (2) 192 Digital i/o
- Apple MacPro
- JBL LSR4300 5.1 Speaker Package
- Dynaudio BM5a monitors

Studio G (Arts 285G)

- Attached studio to Control Room J
- Baby Grand Piano
- Fender Rhodes
- Hammond Organ w/ Leslie speaker

King Center 146

- Digidesign Control 24
- Digidesign Pro Tools HD3 System
- Apple MacPro
- Harman Kardon 7.1 Receiver
- Pioneer SACD/DVD-A CD Player
- Sony Playstation 3
- Multi-channel 5.1 Genelec Monitors (1031) with Subwoofer and Bass Management
- Tannoy system 5 Far Field Monitors
- TC Electronics 6000
- Vocal booth

CU 815 A/B (CU Building at 14th & Lawrence)

- Digidesign Control 24
- Pro Tools HD2 Accel System
- Digidesign Sync I/O
- Apple MacPro
- Tascam DA98 High Resolution Multi-track Recorder
- Genelec 8 Speaker (1031) 5.1 Channel Monitors with Sub Woofer
- TC Electronic System 6000 Surround Sound Digital Reverb
- Attached control room for Voice-Overs and Foley

All Studio are loaded with the complete McDSP line of plug-ins

Remote Recording

For students looking to record live shows in the Recital Hall & Concert Hall, there are several options available, such as portable Preamps, Recorders & Mixers. Speak to the Studio Manager to inquire about your project needs.