CDHR Digital Humanities Lab Basic Induction & User Agreement  
- Generic Users -

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1. Introduction
The Digital Humanities Lab is a space within the Centre for Digital Humanities Research (CDHR), which sits within the Research School of Humanities and the Arts (RSHA), and is located in the Sir Roland Wilson Building at 120 McCoy Circuit. The Digital Humanities Lab is open to users between 8:00am-5:30pm weekdays. It is aimed at providing staff and students alike with a space to research, experiment, test and trial, apply, and innovate in a safe and supportive environment on any project or idea related to their education and research.

In the Digital Humanities Lab, we are all learning through experimentation, trial and error, skilling up, getting our hands dirty, and jumping in the deep end.

The purpose of this document is to specify the framework and processes required for the safe use of the Digital Humanities Lab, as a laboratory with specialist equipment and as a secure and supportive workspace. It is based on the ANU MakerSpace Induction, our friends and colleagues over at the Research School of Physics and Engineering. Go check them out!

Your induction in the DH Lab (as per your supervisors signed approval at the end of this document) is for general use only as part of a supported course structure. Independent access will require your supervisors further approval. Use of some of the more specific equipment (such as the NVIDIA DGX Station, and the RangeVision 3D scanner) in the space will require additional induction and approval. Specific software may require training, so make sure to check the Calendar for when training sessions are run. Even if the software doesn’t strictly require specific training, you can pick up handy tricks, shortcuts, and tips in the training session.
Access to the Digital Humanities Lab is a privilege not a right. As a User, you agree to abide by the following. Abuse of these very reasonable conditions will result in revoked access and in serious circumstances matters may be referred to the police.

2. **Our 10 Commandments**
   1. Always be curious. If unsure about anything, stop what you’re doing, and ask for help.
   2. You are responsible for you, and the people around you. If you notice any suspicious activity or are concerned about any other user you should report this immediately to either Terhi, Katrina, Bernardo, Junran or Gary in the SRWB Reception.
   3. Help others! Transferring your skills is half the fun at the Digital Humanities Lab!
   4. Make yourself familiar with all of the User Manuals. They keep you informed and provide tips and tricks.
   5. Report any incidents/injuries, broken machines, outdated software, and missing bits to Terhi, Katrina, Bernardo, Junran or Gary in the SRWB Reception.
   6. Always maintain suitable attire and cleanliness, including clean hands. No food or drink is allowed in the Lab.
   7. Observe good ergonomic practice when working at computers - no slouching, both feet firmly on the floor, supported forearms, take regular breaks to stretch. See Injury Prevention Tips on the wall posters.
   8. Occupy only one machine at a time. We are constantly observing and trialling new methods for facilitating fair use, and may introduce bookable time slots for specific pieces of equipment.
   9. Clean up after yourself before you leave. Do not leave any rubbish.
   10. If you are a general user make sure you have packed up and vacated the building by 4:30pm each day. The Lab is not open on weekends.

3. **User Agreement**
   a. **Culture**
      
      **User Access**
      Access will be by swipe card access depending on the level of induction/approval you have undertake and been granted. Please do not let in your friends if they do not yet have swipe card access. All users must complete a general induction before undertaking any activity in the Lab.

      **Respect other people**
      Respect people’s opinions, backgrounds, and their abilities. What is not important to you might be important to someone else. Be nice, support each other, share skills and expertise. If you see someone struggling, give them a hand. Again, the culture of this space is that people bump heads and learn together. You should take pride in helping others.
      
      You may not under any circumstances do anything illegal, such as download pirated or illegal materials. Breaching this will result in an immediate revoking of membership and banning from the space and/or referral to the police. Please speak to us if you have a special project, such as a research project, which might require you to work with sensitive data, access inappropriate sites, etc.
Respect the space
This space thrives on the culture you as a user generate and support; central to this is respect for the space, equipment, and other users. You don’t have to work in silence - in fact, we encourage active conversations and reaching out to each other for help and advice. You do however need to be aware of the impact your presence has on others, so be respectful of other people’s time, personal space, and do always clean up after yourself. Please leave the desks and tables as you would hope to find them. You cannot leave your books, personal belongings, or any other territory-making things (such as Post-It notes) on the machines, tables, or other surfaces.

Fair use of resources
Every user needs to have fair access to our resources (space, equipment, etc). We will ask you to limit your activities as necessary to allow other users to access resources, so please be understanding. Under no circumstances should you terminate any running job to prioritise your own work. If your project requires an unreasonable amount of time using one machine, we may need to find an alternative solution for you.

The Digital Humanities Lab is not a bookable space.
The Lab is open every day to those with swipe-card access, but we will also use it for teaching, training, and tutorials. The teaching timetable will be clearly displayed near the door. If the machine you want to use is free, you can come in and use it during training sessions and tutorials, but please keep noise and disruption to an absolute minimum. If you are running a training session, please be understanding of the needs of other users in this shared space.

Storage
We do not have space available for data storage. The space is also highly frequented by many people, and as such, you must take your data with you. If you need to leave something in the Lab overnight, discuss this with a member of the CDHR staff, and make sure you label the machine you’re using. The machines will get wiped every Friday at 5pm, so please do not assume that any of the data you worked with weeks ago would somehow still survive on one of the Lab machines!

Ask us anything!
Tell us what you are up to. We are not here to say no but to find out the best way to say yes. New ideas and proposals will be met with a “can do” attitude. Get involved, be curious and enjoy yourself. This space is just the beginning and we want capabilities to grow!
b. Safety

First Aid
There is a first aid kit located in the Lab. All WHS Incidents must be reported through Figtree and your supervisor. Several staff in the SRWB building have first aid training; signs in the space list our first aid officers and their phone extensions.

Fire Extinguishers
Make yourself aware of the location of the nearest fire extinguisher and fire blanket (carbon dioxide, appropriate for flammable liquid and electrical fires). If it is safe to do so and you are accompanied by a colleague you may use an extinguisher or fire blanket to fight a small fire. A small fire is considered to be less than 1m in size.

Emergency evacuation
Users should be aware of the building evacuation alarms. On hearing an alarm, users should immediately exit the building through the main entry doors on Level 2 (if safe to do so). Do not use the lift! The evacuation meeting point is across the road on the NFSA lawns. There are also 2 emergency exits on Level 1 and when the fire alarm goes off all emergency doors will automatically unlock. During a fire drill penalties will apply for anyone who refuses to leave the building.

Eating or drinking in the Lab
The Digital Humanities Lab is not food-safe. NO food or drink whatsoever is to be consumed in the space. This includes bottles of water, **do not** bring them into the Lab. You’re welcome to use the kitchenette at the end of the corridor but keep these spaces tidy.

c. Once you have read and agreed to these terms you can fill in an induction form here, you will need your university uNumber.