

History Department California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
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Application for Graduate Student Card Access to Digital History Lab

(SBSB 2102)

Department of History

California State University San Marcos

Contact Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: (campus) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Status

Graduate Student: (circle one) Yes No Advanced to Candidacy: (circle one) Yes No

Access to the Digital History lab is restricted to faculty and graduate students with card access. In special circumstances undergraduate students working on digital history may be permitted access if they are enrolled in a graduate seminar requiring digital history research and/or they are working on digital history projects under the supervision of a History Department faculty member. All undergraduates seeking access must attach a memorandum authorizing such a request and signed by a faculty sponsor.

Digital History Lab Rules

Please read carefully. By signing this request, you agree to abide by the rules below and acknowledge that you understand that access may be terminated by the Department of History for any violation of the rules or for what the department determines to be inappropriate use of the lab.

**The California State University**

Bakersfield | Channel Islands | Chico | Dominguez Hills | East Bay | Fresno | Fullerton | Humboldt | Long Beach | Los Angeles | Maritime Academy
Monterey Bay | Northridge | Pomona | Sacramento | San Bernardino | San Diego | San Francisco | San Jose | San Luis Obispo | San Marcos | Sonoma | Stanislaus

**Conduct**

1. The Digital History Lab is for the purpose of using digital history tools for historical research and the presentation of that research. It must be used for scholarly purposes and may not be used for personal and/or commercial endeavors.
2. Only authorized users may work in the lab (History graduate students or faculty). If you need to bring a guest or visitor, please request access from the History Department Chair or Graduate Coordinator first.
3. Authorized users are required to sign in and out every time they use the lab.
4. The lab is a shared workspace. No student may claim a particular workstation as their own. Students may request a box to store a small amount of personal belongings in the lab during the semester. Personal belongings must be properly stored or removed when the student leaves the lab.
5. Authorized students may bring food/beverages for consumption during the time they are working in the lab. Students may store small amounts of food in the designated shelf, refrigerator, or in their personal storage box. Neatness and hygiene must be maintained, and posted rules must be followed.
6. Always be considerate and respectful of others working in the lab, both during open and closed hours. If you are using audio in the open space in the lab, please use headphones. You may check out headphones in the lab or use your own.
7. Cell phones should be silenced and calls should only be taken outside of the lab.
8. Editing rooms and editing equipment are available on a “first come, first served” basis. If other students or faculty are waiting to use the editing rooms or any equipment in the room, please observe the two-hour rule and yield to the next person after two hours of usage.
9. Please be aware that students may sometimes be working on group projects and that the lab may not always be silent. Still, those working in groups should be conscious of the lab as a shared workspace, and be considerate of others.

**Equipment**

1. Do not unplug or move any equipment or cables.
2. Please do not sit on the tables and do not remove chairs, other furnishings, or equipment from the room.
3. No downloading or installation of software is permitted without permission from the History Department. Please see the Department Chair if this, for some reason, may be necessary.
4. You are responsible for the proper usage of the equipment in the room. If any damage outside of normal wear and tear occurs during a period when you are working in the room, you may be held financially responsible.
5. When using the large display in the front of the room, please remember to sign off and turn off the projector when you are done.
6. The Digital History Lab cannot guarantee that your work will be saved on the computer desktop. It is best to regularly save digital projects on an external hard drive.
7. For all equipment malfunctions, if the lab is open, please report it to the lab’s help desk in the Daniel’s lab. If the lab is closed, please report it immediately to the History Department’s Administrative Coordinator.

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**Safety**

1. Please help keep the lab secure. The door is always to be locked and closed. Do not prop open doors to the lab.
2. When working in the lab during late hours, over the weekends, or during other times when campus is not in session, please take extra precaution for your safety. Contact public safety immediately in case of emergencies or if you feel your personal safety may be compromised. If working after dark, public safety will also provide campus escorts.

**Public Safety: (760) 750-4567**

**Access**

1. In that the goal is to further graduate student research, the History Department will try to make the lab available to you as much as possible. However, faculty members may reserve the room to work on digital projects or to train groups of history students the skills that they need to work on digital projects. When the lab is reserved by faculty members, it will either be unavailable to you or will have to be shared with other students. Checking the lab schedule will help you to plan your time in the lab and avoid conflict with other scheduled users.
2. Graduate students may reserve the entire room with specific permission from the Graduate Coordinator and Department Chair.
3. If a student takes a leave of absence, withdraws from the semester or program, or graduates their access to the lab will be suspended.

By signing below, you acknowledge that you have read and will abide by the rules above and that you understand that the Department of History may revoke your privilege to use the room at any time.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Department Chair)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Graduate Coordinator)

8/19/15

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