

# Computer Use Policy



The Actors Center computer lab is a free resource provided to SAG members.

Purpose: to allow Guild members access to a computer to pursue their actor business needs. Thank you for respecting the following guidelines.

The lab has two PCs capable of mid to high end audio and video editing and one Mac capable of high end audio and video editing. Each computer is capable of word processing and internet access. Users have access to a printer for limited printing only, at a nominal cost to the user. Extensive printing and copying must be done elsewhere. Kinko's has a location at 5500 Wilshire Boulevard.

The computers are for actor business purposes only. Do not access other sites. The Actors Center Administrator will determine the business use of any questionable sites. If you check your personal email account for acting purposes, do not under any circumstances download any information to an Actors Center computer without permission from the Administrator.

We recommend that you reserve a computer before coming in to the lab. Computer usage cannot be guaranteed on a walk-in basis. To reserve a computer, call the Actors Center Administrator at 323-549-6084. If you are going to be late for your session, call the Administrator to either hold the session or reschedule. If you are more than 10 minutes late for your scheduled session you will lose the session. If a computer has not been reserved and is not in use, it can be used on a walk-in basis.

To reserve a computer you must have some form of training in computer usage and in the software programs you wish to use. The Administrator is there only for general assistance. Please do not expect to receive step by step instruction on any of the computers or programs. If you do not have training in the programs you wish to use, the Foundation offers LifeRaft seminars on the programs offered at the computer lab. Please check our website, [www.sagfoundation.org](http://www.sagfoundation.org) for upcoming seminars.

Sessions for word processing and internet usage can be scheduled from 30 to 90 minutes. Internet usage should be related to furthering your acting career. If you are browsing non-industry or non-actor-related sites you will be asked to give up your session.

Video or audio editing sessions can be scheduled from 1 to 2 hours. Head phones or ear buds (provided by the user) must be worn when editing audio or video. You must have a set to edit your audio or video.

Users may bring in their work on a flash drive, external hard drive or disk. The Administrator will need to scan your content before you may load it to the computer. You may not store data on the computer hard drives. Anything loaded to the computer during the user's session will need to be deleted at the end of their session. If anything is left on a computer and is lost, damaged or corrupted, the Screen Actors Guild Foundation will in no way be held responsible.

Office services are not offered at the computer lab. The telephone is to be used by SAG Foundation staff only. Please do not ask to use office supplies.

The Actors Center has complimentary subscriptions to Back Stage, Ross Reports and Variety. Please use them to read articles and for research. Do not attempt to access the account

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information or submit yourself for projects through these sites. If you have an account for these or other industry-related sites, you may access them on the Center computers.

You are welcome to bring blank CDs or DVDs to store your completed work. If you do not have blank CDs or DVDs you may purchase them from the Administrator for a nominal fee.

No food or open container drinks are allowed around the computers. You may have a drink in a container with a lid that seals.

Please refrain from using your cell phone in the Actors Center.

We ask that you respect the Administrator and your peers while using the Actors Center services. If you are disruptive or disrespectful in any way you may be asked to leave by the Administrator or a Foundation staff member. The SAG Foundation reserves the right to refuse or suspend usage of Actors Center services to anyone.

Please enjoy this service, and help us to maintain its usefulness to your fellow actors. We hope it helps you further your career.

By signing below, you are agreeing to the above policy.

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Print Name

SAG ID

Signature

Date