



## Texas Filmmakers' (TF) Office Policies

- TF is NOT responsible for items left unattended or overnight; including hard drives, DVDs, tapes, or ANY personal items.
- All audio playback MUST be played through headphones unless you are alone.
- ONLY use Panasonic tapes in the DV Deck.
- DO NOT place ANY data on the System Drive (C:\). ONLY place data on your removable\external hard drive. ANY data placed on the System Drive (C:\) will be deleted by TF Staff.
- Absolutely NO cell phone usage inside the editing lab if others are present. Please take phone calls outside.
- NO Food or Drink at any editing station or near ANY electronic equipment. (Hard Drives, Monitors, etc.)
- If you are the last person here for the day, you MUST contact a TF representative to come and lock up. Please refer to the TF Contact List. (Also posted.)
- DO NOT LEAVE THE OFFICE UNATTENDED.
- All hard drives and editing lab equipment may NOT leave the premise for any reason.
- Please conduct yourself in a calm and professional manner; treating everyone with respect and kindness.
- TF is a non-discriminatory facility. Please refer to the TF Non-Discrimination Policy. (Also posted.)
- ONLY TF Staff and Volunteers are permitted in the back office area.
- If you have a problem with your editing station, please refer to the "Common Problems & Solutions" document on the computer's "Desktop."
- DO NOT move any piece of equipment from its current position unless instructed to do so by TF staff.
- These policies may be updated without notice. Please refer to this document frequently.