



# retrotech

Hack the past, design the future.

## Lab Ground Rules

- Lab Users must leave backpacks and bags in the **designated bag storage area**. While in the Lab, Lab Users may keep the following items with them: **laptops, tablets, phones, small cameras (for personal use only), notebooks, and pencils**. Phones are welcome, but phone conversations should only occur outside of the Lab.
- **No food or drink** is allowed in the Lab. Closed water bottles and thermoses must be kept completely contained within a bag or backpack and stowed at the Lab Staff table. Food must be consumed outside of the Lab and cannot be brought into the Lab.
- **Only Lab Staff can turn equipment on or off**. Lab Users are not authorized to press power switches or unplug equipment.
- **Only Lab Staff can insert/connect removable media** that belongs to retroTECH (e.g. floppy disks, CDs, DVDs, USB drives, Zip Disks, etc.).
- Lab Users wanting to use any hardware, software, or removable media in the Lab that **does not belong to retroTECH must first seek permission** from the Digital Collections Archivist: [wendy.hagenmaier@library.gatech.edu](mailto:wendy.hagenmaier@library.gatech.edu)
- Lab Users **can take photos and videos** in the Lab (including computer screens during use). Lab Users are solely responsible for their use of any photos or videos taken in the Lab. **Georgia Tech assumes no responsibility for copyright violations** or for any other legal issues resulting from the use or publication of retroTECH materials. It is the responsibility of the researcher to secure any necessary permission from the appropriate copyright holder to quote, publish, or reproduce items from the retroTECH Lab.
- Lab Users are **not allowed to save files** on the computers without the permission of the Digital Collections Archivist.
- If Lab Users encounter **malfunctions** (e.g. computer freezes, unknown error message appears, etc.), they must **notify Lab Staff immediately**.
- Lab Staff must not attempt to troubleshoot any malfunctions of hardware or software. **All issues must be reported immediately to the Digital Collections Archivist:** [wendy.hagenmaier@library.gatech.edu](mailto:wendy.hagenmaier@library.gatech.edu).
- And lastly, **HAVE FUN EXPLORING OUR TECHNOLOGICAL PAST!**