

Honors Humanities  
ANA 0102 Access Permissions & Use Regulations  
Last Updated: 08/06/18

*Who is allowed to access ANA 0102?*

- Current HHUM staff (directors, graduate assistants)
- Current HHUM student council members
- Staff and council members may accompany other members of the HHUM community into ANA 0102 when those community members are assisting in program events or administration.

*What is there to access in ANA 0102?*

- Mac desktop computer
- Color and black/white printers
- Materials and office supplies for program events, administration, and recruitment (to be used ONLY for programmatic matters)
- Refrigerator for program events and for staff use
- A box of props from Lowell Ensell's parents
- NOTE: Council members need staff authorization to use HHUM letterhead

*What are the printing policies and procedures, and why do we have printing restrictions?*

- We do not have enough resources to allow unrestricted printing, and we want to ensure fairness of access for all HHUM students and staff
- ONLY council and staff members may print, and they may ONLY print for program purposes (administration, programming, events, and teaching)
- If a member of the HHUM community (current student, council, staff) finds themselves in a printing EMERGENCY situation, wherein they must print for a personal purpose, they may do so, but **must complete this form** [<http://ter.ps/hhumprint>] **prior to printing**. The form does not need to be approved, but it helps us track printing and holds us accountable for our printing needs and habits. No one may print extra-programmatic materials without completing this form.
- If a member of the HHUM community wants to request non-emergency printing privileges (for example, printing for a keystone project), they must email a request to [hhum@umd.edu](mailto:hhum@umd.edu) and must gain approval BEFORE printing. The request must include:
  - HHUM community member's name
  - Brief description of print job (ex. 10 flyers)
  - Brief description of the purpose of printing (ex. Invite people to a performance related to my Keystone project)

- Type of printing (black and white, color)
- Date printing will be completed
- If applicable, any other considerations (ex. I will bring my own paper)

*What are other policies and procedures regarding ANA 0102's use?*

- Please use ANA 0102 and all of its materials for program matters ONLY.
- Please leave the room either as you found it or more organized/clean than it was when you used it. Please build time and energy to clean/organize into event planning.
- Please empty the refrigerator/freezer of food/drink that can no longer be consumed, on a weekly basis.