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 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)
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.