

MEDIALAB SANDBERG INSTITUUT | SEPTEMBER 2023

NEWSLETTER # 1

WELCOME TO SANDBERG INSTITUUT | WELCOME TO MEDIALAB

- Quick start Newsletter for the 1st year Students

About Medialab

Medialab offers students a place to work, experiment with audiovisual tools and digital media, and gather knowledge. It is meant for all students to study and work. The medialab space itself can also be used for screenings.

Medialab's staff facilitates activities as well as audiovisual equipment rentals.

We also support the technical production of exhibited works and various other presentations of the Sandberg students e.g. Open Day in February, Graduation Show in June.

Opening hours Medialab

Monday	08:00 – 21:45
Tuesday	08:00 – 21:45
Wednesday	08:00 – 21:45
Thursday	08:00 – 21:45
Friday	08:00 – 18:00
Saturday	12:00 – 18:00

Office Staff Availability:

Monday	10:00 – 17:00
Tuesday	10:00 – 17:00
Wednesday	10:00 – 17:00
Thursday	10:00 – 17:00
Friday	10:00 – 17:00

Location

Medialab's workspace and office are located on the 5th floor of the Benthem Crouwel (BC) building.



Facilities

Several workstations (mac/pc) are available to work on, Adobe's creative suite, MS office, software for 3d modelling, Video compositing, Audio editing and such are installed. Other software on request.

The 'bigger' Windows computers are specially meant for large/demanding projects (like 3D, Video).

****Bring your own HD / SSD or USB stick and don't forget to make a backup as well.**



A dedicated Audio-Video editing room can be booked for more concentrated or complex work and we also share a dedicated sound studio with the Rietveld Academie.

Large format Printing up to A0 is available on appointment on Wednesdays. Specifications on request.
Please reserve at least one day in advance.

3d-printing and laser cutting can be done at the CAD/CAM workshop in the basement of the FedLev Building.

For prototyping installations and interactive work, there are soldering irons, Arduino's, Raspberry Pi's and a small selection of related hardware such as sensors and motors.

Activities

Medialab events and activities are communicated monthly by email and are also visible in the SI Activity Calendar: <https://outlook.office.com/calendar>

Information about computer accounts, printing, and reservations

Unfortunately printing and computer logins are not available at the moment. The same applies to studio reservations via intranet. This is because of a delay in the completion of an update of our servers. Please come to use if you're in need, we can work around it. We are sorry for the inconvenience and hope the work will be finished soon. We'll keep you up to date and follow up with more information.

Photo/Film recording studio (FedLev Building-Basement)

(shared with Rietveld Academy)

Wednesday 09:00 – 21:00

Thursday 09:00 – 21:00

Reservation: filmstudio@rietveldacademie.nl cc: ivo@sandberg.nl

Sound studio (5th floor B&C Building)

(shared with Rietveld Academy)

Monday 09:00 – 19:00

Tuesday 17:00 – 21:00

Friday 15:00 – 21:00

Saturday 10:00 – 14:00

reservation: medialab@sandberg.nl

After the introduction you can work independently in the studio.

Software: Ableton live, Logic, Protools, Audacity, Audition etc.

Rentals: Book equipment online (is not your Email Account Access)

Opening hours Rental Office

Tuesday 09:00 – 11:00

Wednesday 09:00 – 11:00

Thursday 09:00 – 11:00

The Basement Room K21 – of the B&C Building

Membership and conditions apply, but in principle, rentals are accessible to all Sandberg Students.

In order to rent equipment, you need a liability (3rd party-) insurance. You can take out insurance online at your Bank and also at the Hema.

Show/mail us the polis, we make you an account and you will be able to rent via the online system: <https://rentals.sandberg.nl>

Borrowing is free throughout the study, but for the final exam exhibition a modest amount must be paid for the equipment.

Pick up and Return of the used Equipment

A contract will be made for each time you rent.

Return: 09:00 - 11:00

Pick – up: 10:00 - 11:00

Except in case of illness or an emergency you may ask someone else to pick up or deliver your equipment.

Please let us know as soon as possible, so we can notify possible others who are waiting for the equipment that you mend to give back.

Mail to: medialab@sandberg.nl

Renting for others (without account/polis) is not allowed.

For tools, (e.g. hammer, cutter, screwdriver) there is the Tool'O'theek located in the basement of the FedLev building.

(toolotheek@rietveldacademie.nl)

Safety

Your entry card is strictly personal; please do not let people you don't know enter the Sandberg Building and especially the Medialab (studios or computer room). Try not to be alone in the building while working late. In case of emergency/alarm please save your work on the computer and wait for instructions.

More info

You can always reach us at medialab@sandberg.nl

More information and guidelines are here:

<https://medialab.sandberg.nl/>

Email: medialab@sandberg.nl

Phone: +31-205-882-411 (office hours, not on Friday)

Occupation/Affinities/Specialties Medialab Staff

Jan-Kees van Kampen (Mon – Tue)- jk@sandberg.nl Sound/Music, Coding, Interactivity/Performance, Light, Radio, Linux

Ineke Bakker (Tue – Wed – Thu) – ineke.bakker@sandberg.nl Video editing, activities and Medialab Coordination

Ivo van Stiphout (Wed – Thu) – ivo@sandberg.nl Video/Film recording and postproduction, Installation and Presentation

Brian McKenna (Friday) – brianski@sandberg.nl Electronics, Sound and Experimental Video

Greetings and hope to see you soon!

