

# **MEDIALAB SANDBERG INSTITUUT | SEPTEMBER 2025**

## **NEWSLETTER # 1**

WELCOME TO SANDBERG INSTITUUT | WELCOME TO MEDIALAB

A quick start Newsletter with information about facilities, reservations and opening hours for the 1<sup>st</sup> year Students

### **About Medialab**

The Medialab provides students with a space to work, experiment with audiovisual tools and digital media, and expand their knowledge. It's open to all Sandberg students for both study and creative work. The space can also be used for screenings and workshops.

Medialab staff support activities and manage audiovisual equipment rentals. We also assist with the technical production of exhibited works and other student presentations, such as the Open Day in February and the Graduation Show in June.

### **Opening hours Medialab**

Monday	08:00 – 21:30
Tuesday	08:00 – 21:30
Wednesday	08:00 – 21:30
Thursday	08:00 – 21:30
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 Office**

Medialab's workspace (room 526) and office (room 527) are located on the 5<sup>th</sup> floor of the BC (Bentham Crouwel) Building, at the end of the corridor.



## **Facilities**

### **MediaLab** (5<sup>th</sup> floor BC Building)

Several Mac and Windows workstations are available for use, equipped with Adobe Creative Suite, Microsoft Office, 3D modeling tools, video compositing software, audio editing programs, and more. Additional software can be installed upon request.

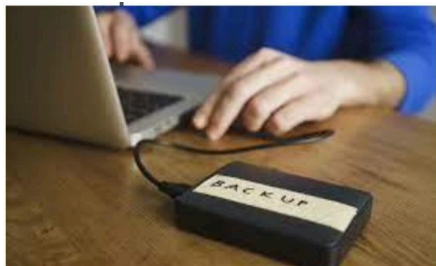
The high-performance Windows machines are specifically intended for large or demanding projects such as 3D rendering and video editing.

For prototyping installations and interactive projects, we provide soldering stations, Arduinos, Raspberry Pi's, and a small selection of related hardware such as sensors and motors.

### **Log in**

You can log in on our MediaLab workstations with a shared local account (for speed) or with your Sandberg user account.

Please bring your own hard drive, SSD, or USB stick — and don't forget to back up your work.



**Video editing suite** (room 530, 5<sup>th</sup> floor BC Building)

A dedicated audio-video editing room for more concentrated or complex work. This room can be booked here: [reservations.rietveldacademie.nl](https://reservations.rietveldacademie.nl)

**Sound studio** (room 525, 5<sup>th</sup> floor BC Building)

We share a dedicated sound studio with the Rietveld Academie.

After the introduction you can work independently in the studio.

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

Available for SI students on:

Monday 09:00 – 19:00

Tuesday 17:00 – 21:00

Friday 15:00 – 21:00

Saturday 10:00 – 14:00

Reservations: [reservations.rietveldacademie.nl](https://reservations.rietveldacademie.nl)

**Print Shop** (room 534, 5<sup>th</sup> floor BC Building)

Large format Printing up to A0 is available on appointment on Wednesdays only. Specifications on request.

Please reserve at least one day in advance at [reservations.rietveldacademie.nl](https://reservations.rietveldacademie.nl) (scroll down to 'Workshops SI' and select 'Sandberg Printshop')

**CAD/CAM** (Basement FedLev Building)

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

Reservations: [reservations.rietveldacademie.nl](https://reservations.rietveldacademie.nl)

### **Photo/Film recording studio** (Basement FedLev Building)

A dedicated film and photography studio with a green screen is shared with Rietveld Academie.

Available for SI students on:

Wednesday 09:00 – 21:00

Thursday 09:00 – 21:00

Reservations: [filmstudio@rietveldacademie.nl](mailto:filmstudio@rietveldacademie.nl) cc: [ivo@sandberg.nl](mailto:ivo@sandberg.nl)

### **Tool'O'Theek**

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

([toolotheek@rietveldacademie.nl](mailto:toolotheek@rietveldacademie.nl))

### **Rentals**

#### **Reservations video and audio equipment online**

<https://rentals.sandberg.nl>

You can find an instruction manual for reserving video and audio equipment attached with this mail and here: [rentals\\_howto.pdf](#)

Opening hours Rental Office

Tuesday 09:00 – 11:00

Wednesday 09:00 – 11:00

Thursday 09:00 – 11:00

Location: The Basement Room K21 (BC Building)

Rentals are in principle for free and accessible to all Sandberg students, provided that membership and conditions are met. A contract will be made for each time you rent.

To rent equipment, you need liability insurance (in Dutch: *WA- of aansprakelijkheids-verzekering*). You can arrange this online via your bank or insurance company. Once you provide us with a copy of your insurance policy, we will create an account for you so you can reserve equipment through the online system.

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

Borrowing is free during your studies. However, for the final exam exhibition a modest fee is required as compensation for equipment use.

## **Pick up and Return**

Please return the equipment early, preferably between 9:00 and 10:00, so others can use it the same day.

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

If you're unable to return the equipment at the agreed time, please let us know as soon as possible, so we can inform those who have reserved the same materials.

Mail to: [medialab@sandberg.nl](mailto:medialab@sandberg.nl)

## **Activities**

Medialab events and activities are communicated monthly by email and are also visible in the SI Activity Calendar: (URL will follow)

## **Safety**

Your entry card is strictly personal. Do not allow unknown visitors into the Sandberg building, especially the Medialab (studios or computer room).

Avoid working alone in the building late at night whenever possible.

In case of an emergency or alarm, save your work and follow the given instructions.

## **More info**

More information and guidelines are here:

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

Email: [medialab@sandberg.nl](mailto: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](mailto:jk@sandberg.nl)

Sound/Music, Coding, Interactivity/Performance, Light, Radio, Linux

Ineke Bakker (Tue – Wed – Thu) – [ineke.bakker@sandberg.nl](mailto:ineke.bakker@sandberg.nl)

Video editing, activities and Medialab Coordination

Lotje van Lieshout (Tue – Wed – Thu) – [lotje.vanlieshout@sandberg.nl](mailto:lotje.vanlieshout@sandberg.nl)  
Video editing, activities and Medialab Coordination

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

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

**Greetings and hope to see you soon!**