VR STUDIO with HTC Vive

@ Gerstein + MADLab Policies & Procedures

Please read the following procedures and policies carefully and closely.

1. Reserving the HTC Vive

Reservations can be made during the MADLab’s open hours for a minimum of 30 minutes and a maximum of 3 hours. Reservations need to be made 2 business days in advance up to a maximum of 6 hours total per week.

All reservations are subject to approval by Gerstein/MADLab staff.

Use of equipment must not exceed the duration of the reservation.

All users experiencing the HTC Vive must be accompanied by at least one other current University of Toronto student, staff, or faculty member. Groups no larger than 5 people are permitted to book time on the HTC Vive.

Current University of Toronto students, staff, and faculty may reserve time on the HTC Vive via the Gerstein Science Information Centre group study room booking software.

Requests to install software on the HTC Vive workstation need to be made 2 business days before approved reservations. Requests can be sent to gerstein.3dprinting@utoronto.ca

2. Accessing the MADLab

To access the MADLab, users must bring their reservation confirmation and proof of identification to the loan services desk at the time of the reservation. The loan services desk provides a key waiver for the user to sign and signs out a key fob and equipment key to the user for the duration of the reservation. Users must return the key fob and equipment key to the loan services desk at the end of their reservation or risk incurring fines.

3. First Time Visits

Everyone using the HTC Vive in the MADLab for the first time must include as part of their reservation a 15-minute orientation by Gerstein/MADLab staff on product safety information, use of equipment, and room policies. All users will be asked to read product safety information and sign a safety and liability waiver.

First time users will identify themselves as such in the booking request.

4. Pricing and fees

There is no charge to use the HTC Vive.

5. Who can use the HTC Vive?

Room Scale Virtual Reality @ Gerstein + MADLab is available to all staff, faculty, and students who hold a valid University of Toronto T-card.
Users are required to:

- Identify themselves as first-time users as appropriate
- Access the HTC Vive only through the approved reservation and key sign-out procedures
- Maintain accurate logs of virtual reality (VR) experiences in the Gerstein MADLab HTC Vive log
- Read HTC Vive product safety information and sign a safety and liability waiver prior to first use
- Reimburse the library for any damage to or loss of library equipment or facilities
- Return the MADLab key fob and equipment key to the loan desk at the end of the reservation
- Abide by the University of Toronto Libraries’ rules and regulations regarding the use of the HTC Vive and associated equipment
- Abide by the MADLab’s rules and regulations regarding use of the MADLab facilities

Full replacement or repair cost will be charged for lost or damaged equipment.

A $15.00 charge will apply for a lost or non-returned key fob. A $15.00 charge will apply for a lost or non-returned equipment locker key.

6. **HTC Vive use policy**

Users must sign a waiver agreeing to follow the University of Toronto Libraries’ rules and regulations regarding the use of the HTC Vive, and abide to the following:

- There must be no play or work associated with weapons, obscene materials, or other materials (virtual or real) that violate the Library’s Conduct Regulations (http://onesearch.library.utoronto.ca/conduct-regulations)
- There must be no infringement of any person’s intellectual property rights, such as copyright, when using the HTC Vive to create or experience a work
- HTC Vive experiences must not exceed the duration of the reservation
- All software running on the HTC Vive workstation must be approved and installed by Gerstein or MADLab staff
- The user (the headset wearer) must not use the HTC Vive alone. There must be at least one other person in the room who helps the user with the headset and hand controllers, and makes sure the user does not trip on cables, or run into walls or other obstructions
- The user is responsible for returning VR equipment to the equipment cabinet at the end of their session
- The user must unplug the power cables for the two HTC Vive room sensors at the end of their session
- The user must log out of the workstation at the end of their session
- Users must not move or rearrange furniture within the room. The Vive play area must be kept clear of all obstructions
- Stand clear of the workstation desk while it is being raised or lowered
- Please use the supplied sanitary wipes to clean the padded part of the VR headset before and after you have used the headset. Do not use the wipes on any other part of the headset. Do not use the wet sanitary wipes to clean the lenses within the headset – use a dry lint-free cloth instead
7. Safety regulations

Users must read [HTC Vive product safety information](#) and sign safety and liability waivers prior to their first HTC Vive experience. The waivers confirm users' awareness that using the HTC Vive may result in risk of personal injury or harm. Updated product safety information and safety and liability waivers are available in the MADLab.

Users further agree to abide by all other safety instructions received from Gerstein or MADLab personnel.

There is a First Aid Kit available on hand for minor cuts and injuries.

There is a campus security call box for emergencies.