

## ***Using the Writing Program Sound Booths: 300 O'Shag, "The Loft"***

In addition to microphones available for checkout, the University Writing Program also has two improvised sound booths you can use when recording audio assignments for your Writing and Rhetoric class. While their construction is rather simple, the sound booths will contribute to a higher quality recording.



As you can see, the sound booth is simply a plastic storage bin turned on its side, with foam padding glued to the interior. The foam helps reduce background noise, echoes, and other audio distractions.

To use, simply remove the top of the bin, turn it on its side, and place the microphone inside.

Once the microphone is plugged in to your laptop and you've set it as the default recording device (in GarageBand or Audacity, for instance), you should be ready to record.

### ***When planning to use the equipment, please remember the following guidelines:***

- The equipment will be available only during normal business hours, 8:00 am to noon, and 1:00 to 5:00 pm. (The latest a session can begin is 4:20 pm, as the Loft, 300 O'Shag, closes at 5:00, and it takes time to put away the equipment.)
- A user may have the equipment for a 20-minute block. Additional time is available if no one else is scheduled or waiting. Thus, students should arrive prepared for the final recording, with no major rewrites during the session.
- Like Writing Center appointments, walks-ins are available, but users are advised to email Laurie Mastic ([lmastic@nd.edu](mailto:lmastic@nd.edu)), preferably 24 hours in advance, to reserve a sound booth and microphone. If Laurie is unavailable, she will do her best to make other arrangements.
- This equipment is available for use only in the Loft. Laurie will help users find a suitable location to record. (Note that we do have other microphones that can be checked out to take home.)
- If our small conference room is not being used and the Loft area is quiet, students may use the conference room to record.