

Access in the Making (AIM) Lab Space Use and Equipment Protocol

1. Space Use

The AIM Lab exists as a hybridized entity with activities taking place both in person and online, often in simultaneity. As virtual spaces breathe life into important forms of accessibility – harbouring an accessible physical space and organizing base out of which to work has been a fundamental and foundational aspect of AIM’s development.

The AIM Lab space is located within Concordia University’s Department of Communication Studies. This department is situated in the Notre-Dame-de-Grâce neighbourhood of Montreal at Concordia’s Loyola Campus. Both Loyola and the downtown campus (SGW) are located on unceded Indigenous territory. As part of our lab values of relationality and working with anti-colonial aims in our research and activities, we are developing collaborations with Concordia’s Indigenous Directions and seek to form further relations with local Indigenous communities including the nation of Kahnawake, our closest neighbours across Kaniatarowanenneh (Kanien’kéha for the Saint-Laurent River).

The AIM Lab’s address is CJ 1.415, 7141 Sherbrooke Street W., Montreal, QC, H4B 1R6. It is located on the first floor of the Communications and Journalism (CJ) building which can be accessed via a ramped entrance. The lab is equipped with automatic entry doors with a key card entry (restricted to active AIM members).

Getting to AIM:

Shuttle service: Concordia students and staff can access the [shuttle bus](#) during its hours of operations that provide a direct transit from the SJW campus ([Henry F. Hall Building](#) front doors, 1455 De Maisonneuve Blvd. W.) to Loyola ([Loyola Chapel](#), 7137 Sherbrooke St. W.). From the shuttle stop, walk west along Sherbrooke Street for 200m until you reach the CJ building.

Public transit:

Bus lines 51, 105, 162 have stop in and around Loyola campus.

The closest metro station is Vendome. From there, the 105 will bring you closest to AIM at the exit Université Concordia, Campus Loyola on Sherbrooke Street. Then walk 100m to the CJ building.

Exo trains 11 and 12 stop at Gare Montréal-Ouest station, which is a 7-minute walk to the CJ building.

Paratransit (Transport adapté) has a stop in front of the CJ building.

1.1. Space Access and Availability

Steering Committee members and Residents have access to the lab and are able to enter the space freely using their security-issued proximity cards. Affiliates have access to AIM through invitation to special events. Affiliates wanting to confirm the availability of the AIM space should email info@accessinthemaking.ca to inquire.

In order to ensure that AIM members' access needs and that AIM's values and principles are respected, only AIM members (steering committee, residents, and affiliates) are permitted within AIM. The AIM Lab is not a public space or co-working space for those who are not formal AIM members (including steering committee, residents, and affiliates). All members are expected to respect this rule and not invite non-members to the space unless express permission has been granted in the case of specific guest invites, for public events and screenings, etc.

1.2. AIM Lab Spaces

There are several main areas within the AIM lab and are available for use by members:

- 3D printer room
- Enclosed meeting room
- Maker space/table
- Mac Studio workstations
- Lounge area
- Kitchenette

1.3. AIM Code of Conduct

As AIM members sharing this space, we agree to respecting the following code of conduct to ensure that everyone feels welcomed and accepted into our common space. Please review the manifesto, values, principles and relevant protocols before entering the space. If you have any access needs, please communicate those to the lab coordinator (info@accessinthemaking.ca).

When you use the space, please keep in mind that this is a shared space. When leaving the lab, please leave it in the way you have found it.

- Place all the garbage in the appropriate bins (compost, recycling, and garbage). The bins are stored under the white counter below the communication board.
- Do not leave any perishable food around. Any dry food can be stored in sealed bags in the kitchen. Any fresh food can be kept in the fridge (as long as they are not forgotten!)
- Please do not leave anything behind that can cause smells, leak chemicals or pose environmental hazard.
- Please leave the chairs on wheels around the main table, making sure that they do not clutter the space for the next person coming in. Please do not leave anything else lying around, cluttering the space.

- Make sure that you have turned off all the main lights. The grow lights facing the plants are on automated timer (No need to turn them off). If you turn on the pendant light on the lab, please make sure to turn it off (the pendant light can only be turned off with the Kasa app. For how to open and close the pendant light via app, you must first download the Kasa app and use the credentials: prakash.krishnan@concordia.ca (user) and @accessmaking (password). Toggle the power button to turn on and off the various lights.

2. Equipment

Access in the Making is a humanities research lab focused on the intersection of critical disability studies and media technologies. AIM members engage in various research methods including “research-creation” often involving the creative use of media technologies. The AIM Lab thus functions as a space in which to tinker with these media technologies. Our hope is that through creative media practices and engagements, we can provide proposals for using these interventions to make the world a more accessible place.

We employ the terms *media* and *technology* broadly and thus we mobilize the term “media technology” to encompass any kind of craft or device used to make or transmit meaning. To this end, we have equipped the lab with a broad range of equipment, devices, and tools, both digital and analog, for on-site use and for field work.

2.1. On-site equipment for use

- 3D printing stations [expected arrival – 2024 Q3]
- Vinyl cutter
- Mac Studios & workstations

- Maker space
- Textile station
- Whiteboard & drawing

2.2. Procedure for using on-site equipment

Please see section 1. **Space Use.**

2.3. Equipment available for loan

- Camera kit (Sony A7sIII)
- Camcorder kit (Sony PXWZ90V)
- Mobile phone filmography kit
- Field recording kits (Zoom H5, Zoom H6, 3Dio)
- Microphone kits
- Lighting kit
- Mobile computing (iPad Pro, MacBook Pro)
- Additional accessories

2.4. Procedure for loaning equipment

Step one

After consulting the list of AIM equipment (see Appendix B), all requests to borrow equipment must be made by email to the Lab Coordinator (info@accessinthemaking.ca). Please note that not all equipment listed above may be available at the time of the request and that requests for equipment will take time to process.

Eligibility

Equipment is only available to be borrowed and used by active AIM Steering Committee members, residents, and affiliates. Requests made are also

prioritized in that order. A rental agreement form must be signed prior to checking out any equipment (see Appendix A). Equipment taken out of the lab is considered the responsibility of the loaner and they are responsible for the care of the equipment and its replacement/repair in the case of a lost or broken piece of equipment. It is strongly advised that interested parties take out rental insurance and attend a training workshop led by the Lab Coordinator before using or borrowing equipment.

Duration

Equipment may be loaned for a minimum one-week duration to a maximum of one month at which point the request to loan that item may be renewed if no other requests are made for that item. A long-term loan may be reduced if additional and urgent requests for equipment are made. Equipment can be borrowed and/or returned on Mondays or Thursdays by appointment.

Considerations

The equipment at AIM was curated to be as adaptable and as accessible as possible. If you have any access needs in relation to the equipment, please speak with the Technical Coordinator. Additional accessories not listed in the ready-to-loan kits (see Appendix B) may be provided in order to increase accessibility.

Equipment used in-lab (including Maker Space materials) are not subject to a rental agreement or insurance provision. However, users are nevertheless encouraged to attend a workshop with the Technical Coordinator to ensure proper use and care of the equipment. Affiliates will only be able to access the lab and its equipment (including the Maker Space and Meeting Room) under the supervision of a Steering Committee member.

Appendix A: Rental Agreement Template

EQUIPMENT LEASE AGREEMENT

Access in the Making Lab (“OWNER”)

Concordia University
7141 Sherbrooke Street West
CJ 1.415
Montreal, Quebec
H4B 1R6 Canada

Firstname Lastname (“RENTER”)

Date:

Address:

Contact Phone: _____

Place of Use: _____

EQUIPMENT RENTED

Item	Serial Number	Description	Replacement Value

Rental Period:

_____ for rental period _____

By signing below, I, the renter, agree to the rental terms and conditions outlined below.

Date:

RENTER:

OWNER:

RENTAL TERMS AND CONDITIONS

1. The RENTER shall keep and maintain the rented equipment during the terms of the rental at their own cost and expense. They shall keep the equipment in a good state of repair, normal wear and tear excepted.

2. The RENTER shall pay the OWNER full compensation for replacement for replacement and/or repair of any equipment which is not returned because it is lost or stolen or any equipment which is damaged and in need of repair to put it into the same condition it was in at the time of rental, normal wear and tear excepted. The OWNER's invoice for replacement or repair is conclusive as to the amount RENTER shall pay under this paragraph for repair or replacement.
3. The RENTER shall not remove the equipment from the address of the RENTER or the location shown herein as the place of use of the equipment without prior written approval of the OWNER. The RENTER shall inform the OWNER upon demand of the exact location of the equipment while it is in the RENTERS's possession.
4. The equipment shall be delivered to RENTER and returned to OWNER at the RENTER's risk, cost and expense.
5. No allowance will be made for any rented equipment or portion thereof which is claimed not to have been used. Acceptance of returned equipment by OWNER does not constitute a waiver of any of the rights OWNER has under the rental agreement.
6. The RENTER shall not pledge or encumber the rented equipment in any way. The OWNER may terminate this agreement immediately upon the failure of RENTER to make rental payments when due, or upon RENTER's filing for protection from creditors in any court of competent jurisdiction.
7. The OWNER makes no warranty of any kind regarding the rented equipment, except that OWNER shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer's specifications and operation instructions. Such replacement shall be made as soon as practicable after RENTER returns the non-conforming equipment.
8. RENTER indemnifies and holds OWNER harmless for all injuries or damage of any kind for repossession and for all consequential and special damages for any claimed breach of warranty.
9. These terms are accepted by the RENTER upon delivery of the terms to the RENTER or the agent or other representative of RENTER.