

2017–2018 Digital Media Production Equipment/Facility Policies and Procedures

EQUIPMENT POLICIES: See a work–study student or staff member to pick up or return Equipment. We now have an online reservation system called QReserve. When you need to pick up your equipment find a work–study student or staff member (They're always around . . . somewhere) during the posted equipment loan hours. Your equipment will be signed out to you in the Equipment Room 606. You are responsible for the equipment in your possession and you **MUST** return the equipment on time so that it is available for other students. When you return the equipment use the same procedure. Find a work–study student or staff member and hand your equipment to them. **DO NOT LEAVE YOUR EQUIPMENT ON THE FLOOR AND TAKE OFF!** You will be penalized by the instructor for failing to meet these rules.

Advice: If you have a project due, make sure to reserve your equipment several weeks in advance. Failure to do this will result in CHAOS and you will have NO EQUIPMENT TO COMPLETE YOUR PROJECT.

RESTRICTIONS: Only students in Digital Media Production classes are allowed to sign out equipment. Equipment can be reserved for up to **108 hours** from Monday through Friday and weekends are included. On QReserve you specify the Start Day and Time and also your End Day and Time. Before you click Reserve, make sure you fill in the Purpose for the reservation.

FACILITY POLICIES: For reserving the edit Suites, Room 628A, Room 628B, the Radio Station, Room 631, and the VO/Audio Room 633, please go QReserve "**Locations**".

Facility hours: 9:00AM to 9:00 PM Monday through Thursday
9:00AM to 4:00 PM Friday

Students are only allowed in the facility during these times. We will offer extended hours if deemed necessary, based on requests to the instructor.

Advice: If you have a project due make sure to reserve your facility time several weeks in advance, especially near the end of the semester! Failure to do this will result in CHAOS and your project will not be completed on time.

RESTRICTIONS: Only students in production classes are allowed to sign out facility time. Students are given 15 minutes to show without a phone call. If they fail to appear after 15 minutes without notification, then the suite is available to any student in a production class based on a first come first serve basis. **There is NO food or drink allowed in computer work areas.** You may use the Green Room/Conference located in room 628 to have food and drink.

CLEANLINESS: All work areas (edit suites, switcher console, studios, equipment closet, audio room, Mac lab, etc.) Are to be cleaned upon completion of your work in that area. **The B.C. Green Room/Conference area is to remain clean at all times–anything you use, you wash.** The radio and television volumes will be kept at a minimal level and will be removed if abused. Student workers are here to tutor and assist you in getting equipment and are not here to clean up after you! The Green Room and work areas are privileges and your right to use them can be revoked.

CERTIFICATION: All students borrowing equipment and using facility production areas are to be certified on that equipment. Certification tests can be performed by booking time with Peter Galgano, Media Associate, or his part time staff, who will administer the certification by appointment. In the classroom, your instructor will go over the camera procedure and the certification. Failure to pass the certification will require re–testing until the student is certified to borrow or use equipment. For your first certification, make an appointment with at least two or three of your classmates. **Re–Certification** is required every semester.

CLASSES: Students are responsible for the set-up AND break down of all class productions. If you have a studio production due, you are responsible for coming in early prior to class and setting up. The last 15 minutes of class time will be used for breakdown.

ABUSE OF EQUIPMENT: Anyone purposely abusing any equipment or furniture will be automatically barred from the Broadcast Facility and possibly responsible for any cost to repair the item.

STEALING: Anyone caught stealing will be subject to prosecution to the fullest extent of the law and permanent and immediate barring from the Broadcast Facility. This includes big items as well as supplies, DVD's and CD's. If you need something, ask a faculty or a staff person.

PLAGIARISM: Much like academic papers, audio and video are not to be plagiarized. This includes using someone else's work and claiming it as your own; or knowingly using sources without giving proper credit. This goes for both audio and video production and graphics. Not following this rule could mean an automatic "F" and possible expulsion.

COPYRIGHT: No one is to use copyrighted material in their production should there be a chance that the production will be seen outside of class. We have a large music and sound effects libraries that can be used for student productions. Also, you do not own the exclusive copyright of programs and projects produced at MxCC. If you have any questions, see your instructor for a copy of the copyright policies.

PAID PRODUCTIONS: NO student can receive payment for a production utilizing MxCC equipment and facilities. The sole purpose of our facilities and equipment is for education, not for students to run private businesses.

INDEPENDENT PROJECTS: Equipment and facilities are for Digital Media Production classes only. Event videography such as weddings, showers etc. personal audio projects, are not acceptable uses of B.C. equipment and facilities. Please, discuss all projects with your professor prior to reserving facilities or equipment.

Digital Media Production Students

When you sign out equipment from the Center for New Media Loan Pool, doing so constitutes an agreement.

Please understand that you are also responsible for lost, stolen or damaged equipment and will pay the cost for repairing damaged equipment and the replacement cost for any equipment that cannot be repaired or has been deemed lost or stolen. When equipment is in your hands you are responsible for it until it is checked-in by a Broadcast employee.

Negligence and failure to adhere to these rules could minimally result in the loss of privileges to sign out equipment or use the facility. If equipment is damaged, lost or stolen, you will not receive your grades, enroll for courses or receive your diploma, should you be graduating, until reparations are received to repair or replace the equipment.

It is also your responsibility to review the status of equipment when you sign it out to make sure all equipment you signed out for, has in fact been given to you and is in working order.

When returning equipment, all equipment must be placed properly in its case and all cables must be neatly and properly wrapped. Poorly wrapped cables shorten the life of the cable and not putting equipment in its case could cause damage and make you liable for repairs or replacement.

Our equipment is expensive and we work hard and spend thousands of dollars each year to maintain it. Please treat it as if it were your own and understand the responsibilities that you have to yourself and to your fellow students in maintaining equipment in working order when it's in your possession.

Revised 8/30/17
Peter Galgano Jr.