

DRCM 2510 EQUIPMENT ACCESS POLICY

In order to provide access to the equipment necessary for all of the students enrolled in DRCM 2510 to complete their assignments (other schools require students to purchase this equipment) it is imperative that this Equipment Access Policy be understood and followed.

EDITING LAB

1. WHEN IS THE LAB OPEN? The Editing Lab (Rm. 320) is open approximately 35 hours per week when a proctor is on duty. The proctor schedule is posted beside the Lab door. You should make a point of writing down these hours as soon as they are posted. When a proctor is on duty his/her name is also posted beneath this schedule as well as the room in the PAC where s/he can be located. The proctor is a Graduate Assistant, who is available to help you with any problems you may encounter and to give you feedback on your DRCM 2510 projects.

2. WHO CAN USE THE LAB? This lab is made available for editing projects connected with current DRCM production courses only and is not to be used for any other purposes. Only students currently enrolled in DRCM production courses are permitted to use the equipment in this lab. Proctors are instructed to monitor the use of this room and may ask you to produce a valid student ID and/or provide the course number and name of the instructor of the production course you are currently registered for. Students unable to provide this information will be asked to leave the room.

3. HARDWARE/SOFTWARE IN THE LABS. No student may alter the hardware or software configurations on the computers in this room in any way. Any student who is found to have done so will be denied all future access to the room and may be subject to disciplinary action.

EQUIPMENT CHECKOUTS

Whenever possible use your own or a friend or relative's camera equipment. The department's camera equipment is aged and "battle worn" and somewhat prone to breakdown. In order to speed up the checkout procedure, students should sort themselves in line at the Checkout Room in the following order: equipment returns first, reserved equipment checkouts second, and finally general checkouts.

When the Checkout Room Manager is scheduled in the Checkout Room s/he is your teaching assistant. Feel free to ask him/her for individual advice and help concerning the operation of equipment or anything else concerning your DRCM 2510 assignments.

1. WHERE/WHEN IS EQUIPMENT CHECKED OUT? Equipment can only be checked out and checked in at the Checkout Room (Rm.204) during the hours posted on the Checkout Room door. You should make a point of writing down these hours as soon as they are posted

2. WHO CAN CHECK OUT EQUIPMENT? Only students currently enrolled in DRCM film production classes may check out equipment, although anyone may return equipment.

3. HOW IS EQUIPMENT CHECKED OUT? In order to check out or reserve equipment, you must fill out a checkout form listing each piece of equipment separately and date and sign the form. When the equipment is checked out, you must surrender a valid UNO student ID. [NOTE: Equipment can only be checked out with a valid UNO ID card. No other identification can be accepted. ID cards can be obtained from the Educational Support Services in the Liberal Arts Building.] The ID card will be held until the equipment is returned.

4. WHO IS RESPONSIBLE FOR CHECKED OUT EQUIPMENT? The student whose name appears on the checkout form is responsible for any loss or damage to the equipment while it is checked out to him/her. [NOTE: Malfunctions which are the result of normal wear and tear will not be charged to you and should be reported immediately to the Checkout Room Manager when the equipment is returned. Likewise, you should carefully examine each piece of equipment before leaving the equipment room and note any problems or deficiencies on the checkout form.]

5. HOW LONG CAN EQUIPMENT BE HELD? Equipment is normally checked out only until the next checkout period (usually the next day). Extended checkouts are rarely permitted and are only possible with the written permission of the class instructor. Failure to return equipment when it is due will result in the lowering by one letter of the grade for the film project for this class.

6. RESERVE PRIVILEGES: Equipment may be reserved for up to one week in advance of the intended checkout. Since equipment is limited, it is strongly advised that you reserve equipment in order to assure that it is available when you want it. Reserved equipment that is not picked up at least ten minutes before the Checkout Room closing time will be removed from reserve. If you are not able to pick up reserved equipment on the date specified on the form, please notify the Checkout Room Manager so that this equipment will be available to others.

7. WEEKEND CHECKOUTS: Equipment checked out on Friday is due back on Saturday (between 9:45-10:15 A.M.). Students enrolled in the Saturday section will have priority to reserve and checkout equipment on Saturday, which will be due back on the following Monday during regular Checkout Room hours. Weekday-section students are not permitted to reserve equipment for Saturday. However, when all of the equipment needs of those students enrolled in the Saturday section are met, weekday-section students may checkout equipment on a Saturday. Like all Saturday checkouts, this equipment is due back on the following Monday.