

Equipment Room Details:

Hours:

Tuesday 9:00AM – 1:00PM

Wednesday 9:00AM – 1:00PM

Thursday 9:00AM – 1:00PM

Email:

mstequip@uncg.edu

Equipment Room Manager:

Hassan Pitts

Department Technology Coordinator:

Hassan Pitts

Office Hours: T/TH 12pm-1pm or by appointment

Phone: 336-334-4223 Email: hbpitts@uncg.edu

6-TECH (for general campus technical issues):

Phone: 336-256-8324 Email: 6-TECH@uncg.edu

XI. POLICIES GOVERNING USE OF MST FACILITIES AND EQUIPMENT

The use of equipment and facilities in the Media Studies Department is governed by policies developed by the faculty. In return for the privilege of using the facilities and equipment, students must agree to abide by the following policies. Video and film equipment is extremely expensive. It is costly to repair and virtually impossible to replace. Proper handling of all equipment and proper conduct in the studio and edit labs will prolong the life of the production equipment and will result in a more effective studio operation.

In attempt to maintain a healthy and safe environment sanitation procedures should be observed by all students, faculty and staff. Equipment in all scenarios should be properly be sanitized and when possible should “rest” for 48 hours before next use. Cleaning products should be present in all rooms. Please notify faculty or staff if none is present or supply is low. Face Coverings are highly encouraged, there are designated places on campus to obtain a face covering should you be in need.

Policing the equipment and facility security is everyone's responsibility. If you see someone misusing or abusing the equipment, in the studio or in the field, please contact the equipment manager or one of the departmental faculty immediately.

A. MST EQUIPMENT AVAILABILITY AND CHECKOUT POLICIES AND PROCEDURES

1. Only students enrolled in MST production courses who have had proper training in class may use designated equipment and facilities necessary to complete the requirements of those courses.
2. Equipment and the facilities are intended to be used for academic and Department of Media Studies use only. Equipment and the facilities for personal use are not provided.
3. Equipment must be reserved in advance by coming to the Equipment Room in person or via E-mail. Equipment may not be reserved by phone. Reservations may be made during posted Equipment Room hours. All equipment is reserved on a first-come, first-serve basis.

4. All equipment must be checked out by the equipment manager(s). Students must present proper identification and specify what course project the equipment will be used.
5. All equipment must be returned on time. Students will be informed of the "due back" time upon check out of equipment. Failure to return equipment by the due date will result in penalties. (See fines and penalties section.)
6. Equipment must be returned in the manner it went out. Cables coiled (tied with the provide cord), cameras turned off and batteries removed, plates on the tripod, shotgun mics turned off, all items returned to their designated compartments in camera cases and light kits.
7. Equipment checked out to an individual becomes the responsibility of and is intended for use by that person only. There are to be no in-the-field transfers of equipment from one person to another.
8. It is the responsibility of the individual to inspect their equipment closely upon check-out, before leaving the building. If something is missing or broken, notify the equipment room staff immediately. Equipment will be examined upon check-in. Anything missing or broken at that point will be your responsibility. You will be billed for the replacement or repair.
9. MST equipment may be checked out for the periods listed below:
2022-2023 check out periods typically run:
Tuesday- Thursday
Wednesday - Tuesday,
Thursday - Tuesday
10. Only equipment and facilities designated for your course may be reserved or checked out. (Any exceptions must be approved by the course instructor and the Equipment Manager.)
11. The studio, edit suites, animation and audio production room may be reserved by students in appropriate production courses by signing up in advance. **Reservations may not be phoned in nor left on voice mail.** No more than three consecutive hours may be scheduled at a time. Anyone more than 15 minutes late for a reserved time will lose their reservation.
12. Students who need to use equipment between Fall and Spring semesters must be enrolled in a production class and have permission of their instructor. Availability of all equipment is subject to the summer and winter maintenance schedules.

13. **While the use of equipment room inventory is encouraged of every student in support of learning new technology and advancing their skills it is heavily advised and sometimes required that every student invest in the following for a successful future:**
 - a. Pair of on/or over the ear headphones (no ear buds)
 - b. At least 1 32gb class 10 UHS-3 V60 SD card is recommended for 4k video. Consult your instructor for suggestions
 - c. Minimum 1TB portable hard drive 7200rpm. Suggest having a second backup for your work in addition to a “working” drive for you projects.
 - d. Pair of heat resistant gloves. No Plastics or rubber grips.
14. Media Studies students wishing to use equipment not currently needed by specific courses during the semester are encouraged to consult the equipment manager for availability and guidance on usage.

B. POLICIES GOVERNING USE AND TREATMENT OF MST EQUIPMENT AND THE CARMICHAEL BUILDING

1. Safety is extremely important. Production situations are frequently dangerous. Students are responsible for exercising caution and reasonable care to ensure their own safety when working in the building or around equipment. Use common sense when working around hot lights and electricity.
2. Students assume total responsibility for any damage done to equipment in their possession. **Students agree to reimburse the program for the cost of any equipment repair or replacement other than that caused by normal wear and tear. This includes accidental/intentional damage and theft.**
3. No technical adjustments of any kind (including re-plugging or changing of set switches) should be made on any equipment. Malfunctions must be reported to the Equipment Manager.
4. Changes to the facility configuration or the addition of outside equipment must be approved in advance of the course instructor and the Equipment Manager. All changes must be supervised by the Equipment Manager
5. Camera Rules: (These rules apply to studio and field cameras.)

- a. Do not point or allow a camera to point at a light or the sun.
 - b. Do not open or make any adjustments to cameras.
 - c. Do not twist, bend, or stand on the studio camera cables.
 - d. Do not take your hand off or walk away from a camera unless the pan/tilt head and legs are securely locked in place.
 - e. Always wear your headset when operating a studio camera.
 - f. Never leave a camera or other equipment unattended
 - g. No shooting outside in rain or other inclement weather.
 - h. Cameras are to be parked, heads locked, lenses capped, and cables properly coiled when not in use.
 - i. Never leave the camera or equipment in your car overnight.
6. Microphones:
- a. Handle with care.
 - b. Do not drop mics or the connectors.
 - c. Do not pull or stand on mic cables.
 - d. Turn off all powered microphones when not in use.
(Ex: shotgun microphones)
 - e. Microphone cables are to be properly coiled when returned.
 - f. Do not leave "AA" batteries in Microphones when finished.
7. Edit Lab:
- a. Do not save files to the iMac (system) hard drive.
 - b. All files must be directed to your external drive.
 - c. Do not store files to the desktop.
NOTE: Any files found on the system hard drive or desktop will be deleted.
 - d. Do not disconnect or remove The keyboards or mice from MS computers without permission of the Equipment Manager.
 - e. Always drag your external drive icon to the trash **BEFORE** unplugging the drive from the computer. Failure to do so may damage your drive.
 - f. The use of personal drives to save your files is required.
 - g. Always **log out** of the MST Lab server when done uploading/downloads files. (Drag the Server Drive to the trash)
8. Lighting equipment becomes very hot when in use. Always use gloves when adjusting or setting lights.
9. Do not turn off the equipment in the television control room or the audio production booth. Equipment will be turned on and off by the engineer. Always shut down the TV-Control server when through.
10. When you are done editing in the edit lab or suites, shut down the computer.

11. While inside of the building it is encouraged to wear a face covering while in common spaces. This includes the lab.
12. Please use the supplied cleaning products to sanitize all surfaces before starting and upon conclusion of your edit session.

C. CARMICHAEL BUILDING RULES

1. Building hours.
 - a. The entry doors of Carmichael Building and Computer Lab automatically:
 - Unlock 8:00AM Monday through Friday
 - Lock at 8:00 PM Monday through Thursday and 5:00PM Friday.
 - b. Building hours may be extended to a 24 hour period if you are enrolled in a class that requires you to edit outside of class time.
 - c. After hours entry to the building may be granted once your ID card has been registered by your MST class with the ID center. You will then have the ability to tap or swipe your card to enter the building and the edit lab. When the doors are locked do not allow people into the building. (Note: a record will be made of the time of your entry into the building after hours)
2. No smoking is allowed in the building or within 25 feet of the building entrances. Food and drinks may only be brought into designated areas [The food and drink privilege may be revoked at the discretion of the staff/ faculty.]
3. No firearms or weapons are permitted in the building for any reason.
4. Building furniture used as props must be returned to its proper location.
5. Props brought into the building must be removed within 48 hours after production.
6. All tape marking on the studio floor must be removed immediately after production.

D. FINES AND PENALTIES

1. Equipment Late Fee.

- a. First Offense - If equipment is not returned on time, a **\$10 per item, per day** non-refundable fee will be charged. Fines will be assigned after 11:30PM the day the equipment is due. **If your equipment is late you will be fined.** You may not check out equipment again until your balance is settled.
 - b. Second Offense - If equipment is not returned a second time by the same person, that person may be denied the use of the MST facilities or equipment for the remainder of the semester.
2. Violations of any policies and procedures in Sections A, B, or C above.
 - a. First Offense - \$25.00 fine.
 - b. Second Offense - Dismissal from the course with WF.
 - c. Repeated Offense - Dismissal from the program.
3. Fines must be paid promptly by cash, check or money order only made out to "Media Studies Fund." All fines are paid to the Departmental Administrative Assistant, room 209 Brown Building.
4. Failure to pay fines resulting from late equipment returns / damage / loss.
 - a. Students may be denied the use of facilities or equipment during any period in which they have an outstanding fine or assessment. If fine or assessments are not paid by the end of the semester in which they are incurred, the student may receive a grade of "F" in the course for which equipment was used.
 - b. **Failure to return equipment is a serious matter.**
The Department will use all reasonable methods available to recover equipment (or reimbursement value), including but not limited to: filing a report with the UNCG Police, notifying the Dean of Students Office, forwarding the matter to the Office of Student Rights and Responsibilities (for possible Student Code of Conduct proceedings), and the Registrar's Office (to withhold transcripts and diplomas pending resolution of the matter.
 - c. Any attempt to manipulate or circumvent the spirit or intent of these policies and procedures may result in dismissal from the Media Studies program and may be considered a violation of the UNCG Student Code of Conduct (<https://sa.uncg.edu/handbook/student-code-of-conduct/>) and may be forwarded to Office of Student Rights and Responsibilities to determine whether Formal Charge(s) should be pursued.