TV Department Equipment Center, 14th floor, 600 S. Michigan 312-369-7409

Hours of Operation:
Monday-Thursday 8:00 am – 9:30 pm
Friday 8:00 am - 4:30 pm
Saturday 9:00 am – 4:30 pm

Last Pick-up Time for Equipment:
- Monday - Thursday: 9:00 pm
- Fridays/Saturdays: 4:00 pm
- No Exceptions!

Welcome to the Television Department Equipment Center equipment checkout procedures. The rules and policies are important so that we may serve you and facilitate the success of your projects.

Only students on the reservation list for a particular piece of equipment will be allowed to reserve that equipment. All equipment usage is limited to current class projects and currently enrolled students. No outside projects are allowed. Holiday usage of facilities and equipment will be determined by the department and posted.

RESERVATIONS:
Equipment is reserved and signed out by one student. You must present a validated current semester Columbia College ID to checkout the equipment. No equipment will be issued without a current semester ID.

Students may reserve equipment and editing at any time during the current week, and may begin reserving for the next week on or after the prior Wednesday. Reservations will start at 9:00 am in person at the Cage. Phone reservations will begin at 10:00 am.

CHECKOUT PROCEDURE:
All equipment must be picked up or dropped off at least 1/2 hour before closing.
- Monday-Thursdays by 9:00 pm
- Fridays and Saturdays by 4:00 pm
- THERE ARE NO EXCEPTIONS.

Once a work-aide has tested all equipment, students will be required to inspect, test all equipment & complete a checklist before checkout will be completed. Students must comply in order to receive equipment. NO EXCEPTIONS!!

Plan AT LEAST 1/2 HOUR for checkout to be completed.

For two-day reservations, if you do not call or pick up your equipment on the first day, it becomes a walk-on at the end of the day and you will lose the reservation.
EQUIPMENT RETURN PROCEDURE:
When returning equipment, students must be present for check in. Returning equipment late will result in loss of equipment usage and fines. There is a three strikes system in place.

- First time late results in a written warning.
- Second time late results in being docked from all department equipment and facilities for one week, and only being allowed to use all facilities in an in-class environment.
- Third time late results in a loss of privileges for the remainder of the semester. After the dock you may not reserve any department equipment or facilities. They may be used on a walk-on basis only.
- **There is a $25 fine for each day equipment is late.**

Students are responsible for the condition and return of all equipment signed out. If the equipment is misused, broken, stolen or lost, YOU, the student who signed the equipment contract, are liable for all replacement and/or repair costs. You are financially responsible. When returning equipment, students must be present for check in.

If there is a problem with the equipment contact a work aid or the manager on duty. Do not attempt to fix it yourself.

EDITING AND COMPUTER FACILITY PROCEDURES:
Students who arrive 15 minutes late for their assigned time will lose that time. If you are going to be late, call and let us know. Other students can walk-on and use the time if you do not call.

Students must check in with the equipment center before your editing or dubbing time, and you must surrender your ID while they edit. If you fail to check in, we will assume that you are not here and your time may be given away. Any student who uses equipment without signing in with the equipment center will be ejected from the facility. All students must check out (and retrieve your ID) when finished editing.

**NO EATING, DRINKING, SMOKING** is permitted in any of the editing suites, computer labs, or classrooms at any time. If a student is caught doing so, they will be asked to leave their current session. Repeat offenders will be docked.

**DO NOT** prop any doors open, this includes editing suites, computer labs, and classrooms. This will assist in the protection of your fellow students, their personal belongings, and equipment. A work-aide will be happy to let you into the room in the event you have to leave temporarily. If you prop any door open, you will lose your time. Repeat offenders will be docked. The Television Department is not liable for your media, books, purses, backpacks or other personal items left in the labs, suites, or classrooms.

**One-on-One Tutoring**
The equipment center offers a student-tutoring program on certain designated days, and times. There are reservation sheets for the scheduled sessions that range from help with field equipment to help with basic and advanced editing. This is a great way to get the extra help you may need at any time throughout the semester.
Equipment and Editing by Class:

Production & Editing I:
JVC GY-HM100U
PICK UP: Any time after 11:00am, but at least 1/2 hour before closing.
RETURN: Before 10:00am on the day it’s due
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14, NO EXCEPTIONS.

Production & Editing II:
Sony HVR-Z1U or V1U
PICK UP: Any time after 1:00pm, but at least 1/2 hour before closing.
RETURN: Before 12:00pm on the day it’s due.
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14, NO EXCEPTIONS.

Advanced Production & Editing:
JVC GY-HD200/250
PICK UP: Any time after 3:00pm, but at least 1/2 hour before closing.
RETURN: Before 2:00pm on the day it’s due.
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14, NO EXCEPTIONS.

News Pool:
Sony PD-170/150
PICK UP: Any time after 9:00am, but at least 1/2 hour before closing.
RETURN: Before 9:00am on the day it’s due
CAMERAS MAY BE TAKEN OUT FOR 1 DAY AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER LAST CLASS OF WEEK 15, NO EXCEPTIONS.
Logging is available in 1413 (Multi-Dub) 2 hours of reservation per week.

Motion Graphics I:
JVC GY-HM100U
Motion Graphics II:
Panasonic AG-HVX200A
Advance Motion Graphics Workshop:
Canon EOS 7D SLR
PICK UP: Any time after 11:00am, but at least 1/2 hour before closing.
RETURN: Before 10:00am on the day it’s due
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14, NO EXCEPTIONS.
Documenting Social Injustice:
DXG-595V
PICK UP: Any time after 11:00am, but at least 1/2 hour before closing.
RETURN: Before 10:00am on the day it’s due
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14, NO EXCEPTIONS.

External Hard Drives:
The Cage will provide each student an external firewire drive for class projects. The drives will be housed in the Equipment Center, and will be checked out to students as needed. (A/C Power adapters can also be checked out, if students want to bring the hard drive home, but students should know that all edit stations already have the appropriate A/C Power Adapter hooked to each station. Firewire cables will not be checked out to students.

Students may keep the drives if they wish, but must return the drives by the beginning of Week 15 (Monday, December 13) or students will be charged for replacing the drive.

Walking Onto Cameras and Editing:
Once a student signs up for the limit of camera, edit or dub time in a week, additional time is available on a “walk on” basis. Walk on time is limited to increments equal to your usual class allotment but can be used as often as it is available. Students must check with the equipment center and use whatever unit is available at that time. This edit or dub time is not counted against your reserved time.

Overflow Editing
Room 701 is the Overflow Editing room, and has several systems available for P&E 2 students (non Learning Community) and News students to use. Students may reserve time or walk on to the Overflow systems, and all editing rules and hours still apply.