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 & 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. Once again, allow up to a 1/2 hour for check in. If you need to remove footage off of either the SD/Compact Flash cards or Hard drive for the camera or digital audio recorder you’re returning, that has to be done BEFORE you return your equipment. Equipment cannot be left at the Cage while you go & dump your footage.

Partial return of equipment WILL NOT be accepted. Everything must be returned at the same time.

Equipment checkouts CANNOT be extended over the phone. You must return the equipment & have it checked back in first in order to see if you can check out the equipment again. 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.

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 School ID while you edit.

We will not accept U-Passes, State IDs, Credit Cards, Gym Cards, Key Cards, or any other type of card ID. If you don’t have your “SCHOOL ID”, you will not be allowed to 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 School ID) when finished editing.

**NO EATING, DRINKING, or 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.

**Overflow Lab**
We have a **“Overflow” Lab** in room 1401. All Television students that are taking a “Field” class has access to this room. Also, news classes can have access to his room if all of the systems in room 1511 are occupied. This room is available as “Walk-On” only. Also, Avid Media Composer is NOT installed in this room. Internet access is not available in this room, as it’s for editing purposes only. If you need to access the internet, you can go down to the 7th floor Open Access lab (room 719).

**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.

**External Hard Drives:**
You are required to provide your own external hard drive. The type of drive you use should have the following:

- At least one Firewire 800 port
- Have a read/write speed of 7200 RPM
- Bus - Powered (no power supply needed)
- At least 500GB of storage space

**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.
Equipment and Editing by Class:

Production & Editing I:
JVC GY-HM100U
PICK UP: Any time after 11:00am, up to 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 15, NO EXCEPTIONS.

Production & Editing II:
Canon EOS 60D
PICK UP: Any time after 1:00pm, up to 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 15, NO EXCEPTIONS.

Advanced Production & Editing:
Sony HXR-NX5U
Canon EOS 60D
GoPro HERO2 (Special Case)
PICK UP: Any time after 3:00pm, up to 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 15, NO EXCEPTIONS.

News Pool:
JVC GY-HM100U (Production & Aesthetics for News, CTVP, Newsbeat, Metro Minutes, Multimedia Sports Reporting)
PICK UP: Any time after 11:00am, up to at least 1/2 hour before closing.
RETURN: Before 11:00am 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 WEEK 15, NO EXCEPTIONS.

Motion Graphics:
Panasonic HVX200 (Motion Graphics II)
Canon EOS 7D (Motion Graphics III)
PICK UP: Any time after 11:00am, up to 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 15, NO EXCEPTIONS.

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