

# FALL 2022 STUDENT EQUIPMENT SERVICES INFO

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**Students are responsible for adhering to all College health and safety guidance including as it relates to the COVID-19 pandemic. Public health requirements and standards are changing rapidly in response to the pandemic. The College is adapting guidance as the situation unfolds; therefore, please check your Tri-C email address and [www.tri-c.edu/COVID-19](http://www.tri-c.edu/COVID-19) regularly for updated guidance.**

**Students must adhere to the following guidelines, until further notice:**

- **When required by the college, wear a mask or face covering at all times, including, but not limited to upon entry and exit of all Tri-C facilities, in class, and in all common areas**
- **Provide the College with relevant information about your current health status and participate in any required on-site checks (i.e. temperature checks, etc.)**

## **Equipment Loan Policy and Procedure**

Policies and procedures are enforced to ensure the security of equipment and the equal opportunity for usage by all students. Use of equipment is reserved for **academic purposes only**. An individual's equipment privileges may be suspended at any time for reasons of misuse, damage, loss, late return, or for other reasons at the discretion of Student Equipment Services manager, administration or their designee. Student status may be reported to the instructor.

Students may only have access to equipment to work on required assignments for courses in which they are currently enrolled. Students are forbidden from requesting equipment with which they have no experience. Training will be given in class within specific assignment needs.

The individual borrowing the equipment assumes full responsibility of the equipment and will be held accountable for the cost of lost or damaged items while in his/her possession. The student **will be charged** for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Individuals are forbidden to give equipment to others while it is signed out to him/her.

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While Equipment Cage employees are responsible for inspection of equipment during check-out and check-in, it is also the responsibility of the individual borrowing the equipment to check equipment for damage and/or missing pieces and communicating such BEFORE leaving AND to report missing and damaged equipment upon return.

“Inspection” at Check-out and Check-in should include:

- Equipment checklist
- Signed loan agreement

**Everyone borrowing equipment must sign a loan agreement at the beginning of every semester.** This form requires both student or parent (if minor) and Student Equipment Services manager signatures. Everyone borrowing equipment must sign and date their equipment checklists before leaving cage with equipment.

A WebCheckOut Receipt must be given to all students and faculty borrowing equipment. A copy will be kept on file in cage.



## VCD - FILM – RAT

### Rules for Equipment Loan & Lab Use

Faculty & students must pick-up and return equipment *at their scheduled time only*. Adherence to this rule is imperative.

Only two Faculty members or students are allowed in equipment cage for pick-up at a time and at the scheduled time only. If you are early you must remain outside of cage until your appointed time or instructed by cage staff to enter.

1. **To borrow equipment, or use an edit bay, studio or lab, a student must:**
  - a. **Have attended and completed an Equipment Orientation**
  - b. **Be currently enrolled in a class that uses that equipment or lab**
  - c. **Have read and signed a current “Equipment Loan Agreement”**
2. Faculty must reserve their equipment to ensure that it will be available for instruction. Once students start checking out there is no guarantee of availability.
3. Reservations are based on a **first come first serve** basis for both faculty and students.
4. Equipment loans (Monday thru Friday) are for 72 hours. Reservations for Monday must be made no later than 6pm on Friday. **Monday reservations made *after 2:00pm on Friday* will be scheduled for a Tuesday pick-up.**
5. Students and Faculty must reserve equipment at least 24 to 48 hours in advance of pickup.
6. All Students and Faculty must **send reservation requests by e-mail.**
  - a. NO WALK-UP requests will be honored.
  - b. NO TELEPHONE requests will be honored.
  - c. All equipment request e-mails must use the template shown on page 6.
  - d. This information must be typed directly into the body of the e-mail.
  - e. Please, No attachments. No links. Thank you.
  - f. No equipment will be loaned out without *all* of the information requested.
  - g. Always start fresh when writing equipment request e-mails. Do *not* re-send old ones, as that practice is prone to incorrect dates and errors.
  - h. Send reservations to:
    - i. **(For West) [vc&dwestreserve@tri-c.edu](mailto:vc&dwestreserve@tri-c.edu)**
    - ii. **(For Metro) [marsmetroreserve@tri-c.edu](mailto:marsmetroreserve@tri-c.edu)**
  - i. A student can reserve equipment from either West or Metro, but must not duplicate reservations between campuses. Make one reservation at one campus only.

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7. Students and faculty will be notified of reservation readiness automatically via Tri-C Email – if and only if you provided us with a Tri-C email. **Be sure to read it.** It includes the following information:
  - a. Pickup time.
    - i. This may or may not be the time you requested. If your requested time is not available, we will schedule your pickup for the next available time slot. If you cannot pick up at that time, please e-mail us.
    - ii. Reservations will cancel 60 minutes after scheduled pick up time if not picked up. The equipment will then be put away and made available for other reservations. You will have to re-submit the reservation. Reservation deadlines still apply (see #4 & 5 above).
    - iii. **After 2 cancellations** without notification to cage, the student or faculty member will **incur a \$5 cancellation fee** for any further cancellations. If you continue to cancel, your ability to reserve equipment will be suspended for the rest of the semester.
  - b. Return time. If you cannot guarantee getting your equipment back to campus on time, *do not take it out.*
8. Students not certified on a piece of equipment will not be allowed to check it out.
9. The person making a reservation or identified *accompanying student* must be the one to check out the equipment and is always the responsible party. This information must be included in your request e-mail (see #6f above).
10. Equipment cannot be taken out of state. Violation of this mandate will result in loss of student loan privileges.
11. **NEVER LEAVE TRI-C EQUIPMENT ANYWHERE UNATTENDED.** This includes your vehicle or sitting outside the cage when not open.
12. Please return cameras, computers and photo Batpacks with charged batteries.
13. Equipment must be returned to the campus where it was checked out during cage hours only.
14. **A late fine of \$10, per business day, per piece of equipment (or equipment kit),** will be assessed if returned more than 12 hours late. The student will also lose equipment use privileges for 1 week. **Public Safety will be notified if equipment is more than 48 hours late.** The student's equipment use privileges will not be reinstated until all fines are paid.
15. Equipment damaged while in student or faculty hands should not be repaired. Bring back equipment and broken pieces to the cage and notify of damage immediately. Repairing Tri-C equipment can result in invalidation of warranty and loss of loan privileges.
16. Cage **does not** provide
  - a. Expendable batteries (AA, AAA, 9-volts) or
  - b. SD cards

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17. Weaponry in studio / labs of any kind is prohibited unless arranged for use in advance with the instructor.
18. Equipment cages, print lab, studios, and edit suite hours and availability are subject to change without notice, based on departmental needs.

### CONTACT US:

**Metro Campus:** 216-987-3379 • marsmetroreserve@tri-c.edu • Room #CCA-017

**West Campus:** 216-987-5276 • vc&dwestreserve@tri-c.edu • Room #WTB-C122A

Cage staff will reply to you in one business day. Please remember, we are not open 24-7. Cage staff does not check e-mails or phone messages outside of posted cage hours.



## Tri-C Equipment Reservation Request

Name:

S number:

Accompanying Students:

Date of pick-up:

Time of pick-up:

Class: (ex. FILM 1180)

Instructor:

Project/Assignment:

Shooting location(s) and time(s) (Shoot Time @ Location) :

A.

B.

Place where equipment will be stored:

(We need an address. "Home" or "in my room" is not sufficient.)

Equipment Requested:

	<u># of</u>	<u>Equipment Name</u>
A.		
B.		
C.		
D.		
E.		
F.		

*Students must provide their own AA/AAA batteries, SD cards or external hard drives.*

**All information above is required to insure a reservation is made!**



## Tri-C Studio Use Management

### Black Box (CCA 107), TV Production Studio (G107), Photo Studio (C121C) Rules of Use for Student Projects

#### Staffing:

The Equipment Staff are trained with emphases on cameras, lights, sound, and studio management. They are also Safety Officers in these spaces and have final say in all use of space other than when faculty are teaching in the facility. They can provide basic support with existing video and photo equipment, and supporting accessories / gear. Use of grid lights or control room is exclusively to be done by staff and must be arranged ahead of time.

Standards for booking and staffing are as follows unless otherwise established in writing:

- Outside group must book TV studio space thru campus schedulers.
- All staff works for 4-hour minimum shifts.
- Hours for studio will be posted at the beginning of each semester.
- Students are expected to provide a SINGLE POINT OF CONTACT to interact with cage / studio staff.
- Only paid staff is allowed in the control room.
- The need for any studio rearrangement must be asked for in reservation request.

#### Studio Rules:

We work to have the safest and best kept studio spaces. In order to maintain these standards, we ask students to abide by the following:

- Tri-C is not responsible for any personal items left at the college.
- Any items left behind will be turned over to Public Safety.
- No food or drink in the studios at any time.
- Nothing may be attached to the curtains.
- Studio reservations will cancel 60 minutes from the start time listed on the reservation if the student has not arrived.
- Faculty & students must clean studio space and surfaces after use with provided cleaning supplies. Please leave facilities as you found them.
- Students must be completely out of the space by the out time listed on their reservation.
- Use of fog machines in CCA 107 must have pre-approval by Theater Technical Director. Use of fog machines in G107 must have pre-approval by Equipment Manager. When using cage foggers, the student must provide their own fog juice for the machines.
- If a set has been provided or being used longer than one day in CCA 107, faculty must schedule with campus scheduler **at least two weeks** ahead of time.

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- The use of TV studio (West) will be limited. Use of G107 (TV Studio) must be requested via email 14 days before day of use and approved by Equipment Manager.
- No animals can be in studio spaces at any time.
- No fire in studio spaces at any time.

**Safety Rules:** We are subject to the Fire and Security codes established by the city, county, state and federal governments and we have established certain guidelines for clients to ensure that we are always well within established guidelines:

- We are not responsible for anything brought into the studios.
- No person may be in any studio at any time without the accompaniment of Equipment Staff.
- No weapons or weapon facsimiles are allowed in studios, including the following, without permission from Public Safety, the Equipment Manager and a weapons expert in accompaniment:
  - Real, modified or toy guns
  - Metal blades, knives or swords
  - Starter pistols
- No lingering or material storage is allowed beyond reservation period.
- Children under the age of 16 must be attended by an adult at all times.
- Space is subject to closure for any reason. If you are asked to leave by staff or Public Safety, you must leave immediately.





## **VCD - FILM**

### **Lab Use Rules**

1. There are no Open Labs this semester.
2. Do not touch the monitors in labs. Our monitors are not touchscreens.
3. Log off your computer when you are done using it.
4. No food or snacks in any lab. You will be asked to step out of lab. Repeated noncompliance will result in student or faculty behavior report being made.
5. You can bring bottled water into labs (screw top cap) and place on floor.
6. Do not unplug any cables from computers, monitors, plasmas in labs. Contact cage staff (987-3379) if you need assistance.
7. Tri-C is not responsible for personal items left in labs. Found personal items will be turned in to Public Safety.
8. Students and faculty must clean their desk areas after every class. Please use only tech-wipes on monitor and keyboards. Do not use the Clorox wipes or spray on these surfaces. It is imperative that you notify cage staff if something does not get cleaned in VCD/FILM labs, edit suites and studios.

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## PRINTING PRICES

PRINTER	PRINT SIZE	COST
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EPSON Paper Supplied by Student

<b>Epson P800 or P900</b>	<b>8 1/2 x 11</b>	<b>\$1.50</b>
	<b>13 x 19</b>	<b>\$3.00</b>
	<b>17 x 22</b>	<b>\$5.00</b>

Roll Paper Supplied by Department

<b>Epson 9880</b>	<b>Square Foot</b>	<b>\$3.00**</b>
*\$4 per foot of paper   **\$9 per foot of paper		

Limited supply on Epson paper.		
<b>Epson Luster</b>	<b>17 x 22</b>	<b>\$ 5.50</b>
<b>Epson Luster</b>	<b>13 x 19</b>	<b>\$ 4.50</b>
<b>Epson Glossy</b>	<b>13 x 19</b>	<b>\$ 4.50</b>
<b>Epson Matte</b>	<b>13 x 19</b>	<b>\$ 4.00</b>
<b>Epson Luster</b>	<b>8.5 x 11</b>	<b>\$ 2.50</b>
<b>Epson Glossy</b>	<b>8.5 x 11</b>	<b>\$ 2.50</b>
<b>Epson Matte</b>	<b>8.5 x 11</b>	<b>\$ 2.00</b>
<b>Please use Epson paper only on Epson Printers.</b>		
Print Cards must be purchased at Business Office on West & East.		
Academic printers are not to be used for personal or commercial work.		
Use of Epson paper only will be enforced by Print lab staff.		

## FAQ

**Q: Why do you charge late fines?**

A: Student Equipment services charges late fines in order to encourage students and faculty to return equipment on time. This is important so that others who are relying on that equipment for their reservations are able to use it. Think of a late fine as a “consideration charge”.

**Q: I returned something so late that my late fines exceed the value of the equipment I borrowed. How is this fair?**

A: Late fines are not a way for students to pay for equipment. Late fines are like parking tickets. If a person is 20 minutes late feeding a parking meter, the ticket they will find on their windshield will not reflect the value of the 20 minutes of lost parking. The amount will be much higher. Remember, the point of late fines is to encourage you to bring equipment back on time so that others can use it.

Of course, you are free to purchase your own equipment with your own resources. You won't have to worry about late fines then.

**Q: I returned something late but I have a really good excuse, is there an appeal process?**

A: The best excuse are the ones you phone in before the return time. If you know that you will not be able to return a piece of equipment on time due to illness or an emergency, the recommended course of action is to call us and let us know. In most cases we will likely be able to accommodate. However, if you are telling us why you could not return the equipment on time *after* it is due, then you should also be able to explain why you could not call ahead. If you want to appeal a late fine you can contact Gina Brinker, Manager, Student Equipment Services via e-mail.

**Q: What other consequences are there?**

A: If a borrower has equipment out that is not returned within 48 hours they will have a hold placed on their account. The hold does not allow a borrower to reserve or check out anymore equipment until equipment is returned in good order. At 48 hours we assume that the equipment is stolen and we file a police report (really). If equipment goes a week beyond the return period, an academic hold will be placed on the student's account at Bursars office.

**Q: What is an academic hold?**

A: Fines that remain unpaid by the end of the semester result in a placement of academic hold. Academic holds prevent students from registering for courses, collecting their transcript or graduating. Not returning equipment for 7 days or longer is another way to get an academic hold. Academic holds are lifted once fines are paid. Allow one business day for the academic hold to be lifted.

**Q: How do I pay my fine?**

A: You will be invoiced. Please visit the Enrollment office at West or Metro Campus student services with invoice. Pay your fine and present your receipt to cage staff during posted cage hours.