

Media Center Access Policies: Summer Semester

Students enrolled in degree-seeking summer classes*

- General Access Equipment/ Facilities (Reservable and Non-Reservable)**
- Equipment/facilities designated in the Reservation books for the classes enrolled in
- All other requests by Personal Proposal

Students enrolled in Continuing Studies (non-degree-seeking) summer classes***

- Equipment/facilities designated for the classes enrolled in (ex.- Photo 1: darkrooms, printing equipment, etc.)
- General Access non-reservable equipment
- No General Access reservable equipment/facilities

Undergraduate Students (BFA/BS) not enrolled in summer classes

- No access during summer semester
- No Personal Proposals allowed

Graduate Students

- General Access Equipment/ Facilities (Reservable and Non-Reservable)**
- Equipment designated in the reservation sheets for Graduate Students
- All other requests by Personal Proposal

Staff: Full Time and Part Time (excluding student workers)

- General Access equipment/facilities (Reservable and Non-Reservable)**
- All other requests by Personal Proposal

Faculty teaching summer classes: Full Time and Adjunct

- General Access equipment/facilities (Reservable and Non-Reservable)**
- Equipment designated in the reservation books for your class
- For personal use: see the “Staff Policy Sheet” posted outside the Media Center window and online at the Media Center Intranet page.

Special Access: Non-Student Summer T.A.s, Jerome Artists

- General Access equipment/facilities (Reservable and Non-Reservable)**
- Access to specific equipment/facilities will be detailed for each individual on their submitted “Special Access Form”
- All other requests by Personal Proposal
- No Late Night Access allowed

** Excludes Online-only Courses: Online-only classes are not granted access to equipment or facilities. Nor are they eligible to petition for access via Personal Proposals*

*** General Access (non-reservable): Smith Victor lights, tripods, light stands*

General Access (reservable): Equipment/facilities designated as “General Access” in the reservation books, including Studios A & B, Room 325 Copy Stand, digital still cameras, digital video cameras.

**** Excluding Online Courses, SES, Studio Kids,*

Winter Break

Students enrolled in degree-seeking classes in the spring semester*

- All requests by Personal Proposal only. Priority is given to graduating seniors. Access limited**

Graduate Students

- All requests by Personal Proposal only.

Staff: Full Time and Part Time (excluding student workers)

- All requests by Personal Proposal only. Access limited**

Faculty teaching spring classes: Full Time and Adjunct

- Equipment designated in the reservation books for your class
- All other requests by Personal Proposal only. Access limited**.

Special Access: Non-Student T.A.s, Jerome Artists

- All requests by Personal Proposal only. Priority is given to graduating seniors. Access limited**.

** Excludes Online-only Courses: Online-only classes are not granted access to equipment or facilities. Nor are they eligible to petition for access via Personal Proposals*

*** Access is extremely limited as inventory, maintenance and repairs are facilitated over winter break.*

Thanksgiving Break

All individuals with current circulation privileges

- Circulation access follows the regular policies. Items checked out are due back by 11am on the Monday following break.
- No Personal Proposals are necessary except for the following:
 - Taking equipment out of state (PP required)
 - Adding extra days before or after the start and end of Thanksgiving break (PP required)

Spring Break

All individuals with current circulation privileges

- All requests are by Personal Proposal only. Normal Personal Proposal guidelines apply.

End of Spring Semester to beginning of Summer Semester

- No equipment or facilities are available to anyone during this period.

End of Summer Semester to beginning of Fall Semester

Graduate Students

- Access to equipment categorized as Grad-only in the reservation books.

All others

- No equipment or facilities are available during this period.