



MCAD Media Center: LATE NIGHT PROCEDURES FOR MONITORS

LATE NIGHT STARTS ONE HOUR BEFORE THE MEDIA CENTER CLOSES:

LATE NIGHT BEGINS MON-THUR 9:00pm, FRI 8:00pm, SAT-SUN 5:00pm

- All Late Night darkroom slots, keys, rooms, studios and out of building equipment should be signed out in the reservation books and picked up before this time.

LATE NIGHT DARKROOMS

- You are eligible to be a Monitor after you have received a demo from a Media Center staff member.
- Monitoring is an option; you may print during Late Night as a regular user.
- Sign up to Monitor on a specific night in the "Late Night" binder, located outside the Media Center window.
- Darkroom Monitors must sign up at least 1 hour before Late Night begins, no exceptions. If no Monitor signs up by this time, there will be no access for Late Night darkrooms.
- Check in for Late Night and get your equipment/keys before Late Night begins. If you have a class until 9pm and must be a few minutes late, notify the Media Center (874-3672) immediately to make arrangements.
- Failure to show up on time without Media Center approval will result in loss of Monitor privileges.
- Once you have checked in for Late Night, you cannot take a "dinner break". Other Late Night users depend on you to return their equipment and be available for assistance.
- You must take a demo each semester you would like to be a Monitor. Each end of semester the Monitor list is started new.
- You are responsible for completing every item on the Closing Checklist, and returning your completed checklist to the Media Center. You may ask a Media Center employee to shut down a darkroom for you if it will not be in use during late night. In that case, make sure the Media Center fill in and SIGN your closing checklist. If you encounter any problems, let us know. If you need immediate assistance during Late Night, Public Safety is available on the 1st floor.