



MCAD Media Center: STAFF AND FACULTY POLICY SHEET

The Media Center (MC) is responsible for supporting the technological media needs for the academic course work of the institution. Please stop by the Media Center A.S.A.P. to discuss any equipment needs for your class.

HOW TO GET ACCESS

Faculty/Staff need to show their MCAD ID and sign an access card each semester to use the MC's equipment/facilities. This card acknowledges your responsibility for any damage, loss (theft included), and any necessary replacement of the equipment you use. It is your responsibility to understand when your equipment is due back (return times vary). Please ask MC staff any policy information that may be unclear to you.

WHY WOULD YOU WANT ACCESS?

- Many of the advanced suites for your classes require keys for their access. These are circulated by the MC.
- Several rooms, including the computer labs, have projectors that require a remote for usage. These are circulated by the MC.
- A.V. carts (monitors, VHS, DVD, computer with projector, slide projectors) are available for Faculty/Staff use.
- If your class' coursework utilizes equipment such as cameras, camcorders, lights, etc.

CHECKOUT BASICS

- Your MCAD ID is required for checkout. Please have it out and ready before you approach the window.
- When checking out or returning equipment, wait until our staff has completed the transaction before you leave the window. Faculty picking up equipment immediately before a class may skip to the front of the line.
- Please plan ahead. Do not send a T.A. or student to pick up any equipment for your class unless you have arranged it in advance with the Circulation Coordinator. The Media Center will refuse to check out restricted items to students or T.A.s (A.V. carts, Keys, Remotes). We will not take anyone's "word" for it.
- Keys and remotes must be returned as soon as class is over; you may drop them in our "Key drop hole" whenever the window is closed. Keys and remotes cannot be passed to another user or student.
- A.V. carts, equipment and facilities should be reserved ahead of time using the 'Reservation Books', located at the Media Center window 24 hours a day, to assure that equipment is available. There are strict guidelines for reserving most equipment, posted on the first page of each section in the reservation books or at the M.C.
- Reservations for studios/suites will be held until 15 minutes after the booked start time. All other equipment reservations will only be held until "Loss of Reservation Time" (7p.m. Mon-Fri, and 4pm Sat and Sun).
- WE DO NOT TAKE RESERVATIONS OVER THE PHONE OR EMAIL, though we do accept cancellations.
- Check to make sure equipment is operational BEFORE leaving the area. You will save yourself the trouble of discovering, too late, any malfunctions or damage.
- Please inform the MC staff of any broken/damaged equipment or facilities and have the staff person help you fill out a repair form. Please do not be shy about telling us of malfunctioning or damaged equipment.
- Please familiarize yourself with the system, and ask questions at the Media Center window.

PERSONAL USE OF EQUIPMENT

Faculty/Staff may NOT "Reserve" equipment or facilities for personal use in the Media Center reservation books. Please speak with the Circulation Coordinator for details on how to obtain equipment for personal use.

FALL/SPRING SEMESTER HOURS

SUN	MON	TUE	WED	THUR	FRI	SAT
8am-7pm	8am-10pm	8am-10pm	8am-10pm	8am-10pm	8am-10pm	8am-7pm
Late night begins Mon-Thur at 9pm, Fri at 8pm, Sat & Sun at 5pm						

CONTACT INFORMATION

MEDIA CENTER FRONT WINDOW		612-874-3672
LEAD CIRCULATION COORDINATOR	Sandra Marble	612-874-3839
PRINT MEDIA TECHNOLOGY SPECIALIST	Bill Cook	612-874-3639
MEDIA TECHNOLOGY SPECIALIST	Erik Johnson	612-874-3839
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