

MCAD Graduate Student Circulated Equipment Policy Sheet Media Center, rev 10/8/07

To help clarify what media equipment is available to MCAD graduate students and the checkout policies for that equipment, we have prepared the following overview:

1. All graduate students are welcome to check out "**General Access**" equipment from the Media Center with no prerequisites. You must reserve it in the appropriate reservation book in advance. This equipment includes anything that does not have a class-requirement listed in its reservation book. This includes:

Lights:

Smith Victors, Mini Moles, Mini Macs, Tiny Mac, Midget Mole, Arri 650 light kits, Lowel 3 Quartz kits, Case Light, Lightstands

Lighting Accessories:

Reflectors, Diffusers, flag kits, Softboxes, Umbrellas, Clamps, Extension cables

35mm Cameras:

35mm copy cameras, Copy meter (light meter for in-building copy work), 35mm Nikon Kit, General photo tripods

Digital Still Cameras:

Canon A610s, Canon A95, SD and Compact Flash card readers, General photo tripods

Digital Video Cameras

Panasonic GS-180 3-chip camcorders, General video fluid head tripods

Microphones:

ATR 55s, Shure 94s, Shure 58s, AT 835 Shotguns, Boompoles. Mic stands

2. The following equipment has **priority to Graduate Student** checkout and can be found in the "**Priority Grad Equipment**" reservation book at the Media Center window. There are no prerequisites for checkout other than current grad student standing and entering a reservation in the book.

Canon XL1 3-chip camcorder

Canon G9 12MP Digital Still Camera

Marantz Stereo Audio Recorder

Hasselblad photo camera

Toyo LG format photo camera

Westinghouse 32" LCD (for off-site exhibitions- see items 5 below)

3. Additionally, you are authorized to check out any restricted equipment that is reserved for classes **you are currently enrolled in**. Examples include specialty cameras, camcorders, and 16mm film cameras designated to classes for curricular reasons such as Advanced Photo, Advanced Film, etc. Again, you must be currently enrolled in an appropriate class and reserve the assigned specialty equipment in the specified book.

4. Access to all other restricted equipment may be requested through a **Media Center Personal Proposal**. All proposals are reviewed and approved/denied based on a number of criteria. Submission of a Personal Proposal does not guarantee approval or access. Please complete and submit any proposals at least one week in advance of your expected check-out date.

5. All graduate students are welcome to check out from the pool of **MCAD Exhibition Equipment** for shows and exhibitions. You must request reservation through the [online form](#). A complete list of available equipment and the form itself can be found on the MCAD Intranet - click on [Departments & Services](#) then click on [Online Exhibition Request Form](#). Equipment is limited and allocated on a first-come basis so advance booking is encouraged.

All reservations and circulations (excluding Personal Proposals) fall within the policies outlined in the Media Center Student Policy Sheet, available [online](#) (pdf) from the Media Center intranet page, or in paper form outside the Media Center window.

Please feel free to contact Sandra Marble or Scott Bowman if you have any questions about the above policies.