

## MCAD Graduate Student Circulated Equipment Policy Sheet Media Center, rev 8/09

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.
2. A pool of equipment has **priority to Graduate Student** checkout and can be found in the "**Priority Grad Equipment**" reservation book at the Media Center window. Prerequisites for checkout are operational knowledge or, in some cases, a demo.
3. 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.
4. Access to any other 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 checkout date.

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

Please feel free to contact MCAD Lead Circulation Coordinator, Sandra Marble, if you have any questions about the above policies.