Exhibition Equipment Use - Students and Faculty

1. **Identify the preferred date, duration, and location of your exhibition.**

2. **Determine the AV equipment needs for your exhibition.**
   - Unsure what to use? Visit with a Media Center Technology Specialist for consultation! They can be reached at media_center@mcad.edu, by phone or in person (see the Media Center's Intranet page for contact info.)

   - Some typical equipment solutions include LCD monitors and projectors with media players for video loops and image slideshows; iMac and Mac Mini computers for websites, online content, and interactive multimedia installations; iPads with secure mounts for tablet-designed content; iPods and speakers for audio-online installations.

3. **Visit *equipment.mcad.edu* and reserve the equipment for your exhibition dates.**
   - Exhibition items can be reserved and checked out for a maximum of 5 consecutive days.

   - If your exhibition is longer than 5 days, fill out a Personal Proposal from the Media Center's intranet page.

   - The reservation system requires the patron to set their pickup and return date and time. It is the responsibility of the patron to meet these times or run the risk of losing their reservation or incurring a late fine on return.

   - Several items are designated "Personal Proposal only", including <u>all</u> LCD monitors 40" and up, the Touchscreen LCD monitors, and the Sound Focusing speakers. Please see these items' reservation page for more details.

4. **Visit Academic Services in person to reserve the physical space and discuss equipment installation.**
   - Inform them of your exhibition equipment plans and consult with them about possible security/installation needs. If their assistance is needed, schedule a date/time for them to install and/or secure the equipment with you in your space.

   - All computers, monitors, and projectors placed on pedestals must be cable-tied to the pedestal.

   - Wall-mounted displays 40" or larger, and all iPads, must be installed by Academic Services. Smaller displays may be installed by the student at Academic Service's discretion.

   - It is your responsibility to consult with Academic Services about your equipment securing and mounting needs *before* checking the equipment out. If equipment is found unsecured it will be considered "Abandoned Equipment" and fined accordingly per the Fines and Fees schedule posted on the Media Center intranet page and at the circulation window.

   - Additionally, if applicable, schedule with Academic Services a date/time to *uninstall* the equipment at the end of your exhibition. Note that their office hours are typically M-F,

8am-3:30pm. Please plan accordingly when coordinating uninstalls and equipment returns.

5. **Check out the equipment from the Media Center.**
   ○ On the day of your install, with all all of the previous steps completed, visit the Media Center window to check the items out.

   ○ Keep the equipment on you or securely locked away until the install.

   ○ Inspect the items before leaving the window. Report any missing or damaged items to Media Center staff before leaving the window.

6. **Set up your exhibition and obtain technical support if needed.**
   ○ Remove unneeded accessories (remotes, cases, stands, etc.) and secure them until your exhibition is over.

   ○ After the equipment is installed, setup and activate your media and confirm everything is operating properly.

   ○ If you experience technical problems, please contact Media Center Technical Specialists for assistance. They can be reached at media_center@mcad.edu or visit the Media Center window and a student worker can assist in locating them for you. Please note that student window staff will typically not be able to provide technical assistance with exhibition AV.

   ○ Please be aware - available support times are 9am-7pm Monday-Thursdays, and 9am-5pm Fridays, when the Media Center technical support staff is scheduled and on campus.

   ○ As with all items circulated by the Media Center, exhibition AV equipment is the responsibility and liability of the patron while checked out to them. It is your responsibility to ensure the items are properly secured and properly mounted. of, or damage to, equipment checked out to you caused by neglect, abandonment, improper securing, or misuse may result in fines levied equal to the amount of replacement or repair.

7. **Return the equipment when finished.**
   ○ At the conclusion of your exhibition, uninstall the equipment and return it to the Media Center. If applicable, meet with Academic Services at your agreed upon appointment time to assist with the uninstall.

   ○ Bring the equipment back to the Media Center before the due date/time. Returns after your selected due date/time will be considered late and late fees will be applied.

   ○ Remember to return all items in a kit- remotes, cables, etc. Each kit lists its contents on the lid or zipper tag. Any kits returned with missing components will be considered incomplete and you will be asked to retrieve and return the missing items immediately.