MCAD Media Center: **PATRON POLICY SHEET**

**ACCESS**
Patrons must show their current MCAD ID before receiving access to the Media Center's equipment/facilities. The two types of access are “General Access” (degree-seeking students currently enrolled in classes that semester; currently employed faculty or staff members), and “Restricted” (authorized users only). Restricted equipment and room access is based upon current class enrollment, unless otherwise indicated on the item’s description page in the online reservation system.

If an item is returned late you will accrue a late fine and your access will be halted until that fine is paid in full. Anyone abusing access privileges may have their access further halted/denied. It is your responsibility to know when your specific equipment is due back. Refer to the online reservation system for the specific rules written in the item description page. Ask Media Center senior staff to clarify policy information that may be unclear to you.

**RESERVATIONS AND LOSS OF RESERVATIONS**
Equipment, carts/kits, and production facilities must be reserved ahead of time. For hourly items such as studio keys, use the 'reservation books' located outside the Media Center window. For overnight equipment (lights, cameras, etc.), use the online reservation system.

There are strict guidelines for reserving equipment, posted on the items’ description pages in the reservation system. Familiarize yourself with the system and ask questions at the window.
- Equipment reservations may not be made 3 weekends or 2 weekday periods in a row. Do not reserve equipment over the weekend in conjunction with a Mon, Tue or Wed reservation.
- No more than one of each of these items may be reserved or checked out at a time:
  - Video cameras
  - Still cameras (analog)
  - Still cameras (digital)
  - Laptops
  - Wacom Tablets
  - iOS devices (iPods, iPads)
  - Digital audio recorders
- Reservations for studio/suite/production areas will only be held for 15 minutes after the reservation’s start time. All other equipment reservations will be held until the end of the window hours that day. Please cancel your reservation online if you do not need the item.
- We do not take reservations over the phone or email.
- Our phone number, 612-874-3672, is on every item barcode, please call with any problems.

**LATE NIGHT ACCESS**
When a semester is in progress (excluding some vacation dates), current degree-seeking students are allowed to reserve and use designated production areas after the Media Center circulation window closes. Please familiarize yourself with the schedule and any guidelines associated. A separate “Late Night” handout with specific procedures is available on our Intranet page and at the MC window.

**EQUIPMENT CARE**
Patrons are responsible for all equipment or facilities checked out to them. If you lack the operational knowledge to use an item, ask for help. You may be denied access if your knowledge is inadequate. Check all items’ operation before leaving the area. Please inform the MC staff of any broken/damaged equipment or facilities and please fill out a Repair Form. If an item is lost, stolen, or damaged while checked out to you, you are responsible for the replacement or repairs costs. Likewise, if facilities you are using are abused or damaged you will be responsible for the repair or cleanup costs. You must remain in possession of all items checked out to you during the circulation period. Equipment discovered unattended, even briefly, may be subject to an Abandoned Equipment fee.

**CHECK OUT PROCEDURES - NON-EXHIBITION EQUIPMENT**
The circulation system is tied to your MCAD ID card. Please have it ready to scan before approaching the window. When checking out or returning equipment, wait until our staff has completed the transaction before you leave the window. We will tell you when your transaction is completed and you may leave. It is your responsibility to know when your equipment is due back, and to ask Media Center staff about any policy information that may be unclear to you. Refer to the online reservation system for any specific rules or restrictions written on the description page of each piece of equipment.
- Unless otherwise noted in the reservation system, items checked out are due back the second day by 12pm.

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Items checked out on Thursday are due by 12pm on Monday.

- There may be separate notices listed at the Media Center window about check in and out times over certain dates (such as vacations).
- Equipment, keys and facilities are non-transferable. Handing off equipment without Media Center approval will result in a fine.

**ADDITIONAL CHECK OUT PROCEDURES - EXHIBITION EQUIPMENT**

- Exhibition Equipment may be reserved and checked out for a maximum period of seven days straight. For exhibition needs longer than seven days please request via the Personal Proposal form. All exhibition items are due back by 12pm on the due date.
- All exhibition equipment must be secured to your space by Academic Services. You must schedule a date/time with them to secure your equipment before you check the items out.
- If applicable, please contact Media Center senior staff before reserving/checking out exhibition equipment to discuss your needs and consult on the most appropriate solution for your work.

**FINES AND FEES**

All patrons (students, staff, and faculty) are subject to fines for late returns, lost or stolen equipment, and abuse of equipment, facilities, or policies. This policy is strictly enforced and is in place to help ensure that equipment/facilities will be available to all other patrons.

- If fines are due, access privileges will be denied until the amount is paid in full.
- Any unpaid fines at the end of the semester will be charged to your student account.
- You are responsible for the replacement cost for items lost, stolen, or damaged beyond repair.
- If an item is damaged but repairable you may be responsible for that repair cost.
- No items are to be left unattended at any time. If equipment is found abandoned in any area of the college you will be subject to an Abandoned Item fee.
- If facilities are misused (theft, damage, trash, etc) you may be responsible for the replacement, repair, or clean up, as determined by Media Center senior staff.

**KEYS**

The Media Center circulates keys for the Black Studio, Gray Studio, and Sound Studio.

- Keys must be returned as soon as your reservation ends. If the Media Center is closed, return keys into the "Key Return Slot" at the circulation window.
- Any key that is returned more than 15 minutes late will result in a late fee.
- Lost keys may result in payment for new lock installation.
- Keys cannot be passed to another patron.

**MEDIA PRODUCTION AREAS**

- There is a strictly enforced "NO EATING OR DRINKING" policy in all media production areas.
- People using these areas are also responsible for theft, damage, misuse, or lack of cleanliness.
- When finished, students must clean up and return equipment to its proper place.

**PERSONAL PROPOSALS**

Any requests for exceptions to any access or usage policies must be submitted to the Media Center using the online "Personal Proposal" form found on the Media Center Intranet page. Please submit AT LEAST three business days before you need the equipment/access.

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