Media Center Abuse of Equipment or Facilities Loss of Access Policy

All Media Center policies can be found here and were agreed upon when the Access Agreement Form was signed by all students, staff, and faculty to gain access to Media Center equipment and facilities.

Media Center Equipment and Facilities Policies

- It is your responsibility to understand when your equipment is due back and honor this deadline. If orders are frequently returned late without reaching out to Media Center staff before the set return time, access may be limited or denied.

- All patrons 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.

- Late equipment will result in circulation access being completely halted until the items are returned. Late fines may be applied.

- *Reservation renewals will not be granted for equipment that is already late.*

- In the event of damage or loss, users are responsible for the full cost of repair or replacement. Access will be halted until the charge is paid. At the Media Center's discretion, patrons may be charged the full replacement value for equipment that is grossly late (more than 14 days late from the original return date).

- If equipment is found abandoned in any area of the college you will be subject to an Abandoned Item fee.

- There is a strictly enforced "NO EATING OR DRINKING" policy in all media production areas.

- No animals (except licensed service animals), glitter, fake blood, candles, paint, or other items that can stain or damage the sweeps are allowed.

- People using these areas are responsible for any theft, damage, misuse, or lack of cleanliness.

- When finished, users **must** clean up and return equipment to its proper place.

Please note: ***Mistreatment of equipment or studio spaces will not be tolerated and frequent abuse of policies, including late returns, will result in access being limited or denied at MC staff discretion.***

Protocol for Loss of Equipment Access

- If a patron is found to be returning an excessive amount of late equipment (fined more than 5 times within one semester for late reservations) a warning will be issued via email.

- After the first warning, if patrons continue returning their equipment late, Media Center staff will use their discretion in limiting or denying access for future reservations.

Access will first be limited for a determined amount of time or for specific equipment rentals as a probationary effort before all access is denied. If Media Center policies are excessively violated, staff can deny all access.

Protocol for Loss of Facilities Access

- If a patron is found violating Media Center policies on studio usage, a warning will be issued via email and patrons will be required to cover damages, studio cleanup, etc.
    - **Examples of studio abuse include but are not limited to:** leaving equipment unattended, not cleaning up after studio usage, excessive late return of studio keys, misuse of equipment in studio spaces, etc.

- After 3 warnings, Media Center staff will use their discretion in limiting or denying access for future studio reservations and/or access.

Access will first be limited for a determined amount of time or for specific studio spaces as a probationary effort before all access is denied. If Media Center policies are excessively violated, staff can deny all access.

As of Academic Year 2022-2023, the Media Center will be enforcing our abuse of equipment policy for all faculty.

All Media Center policies can be found here and were agreed upon when the Access Agreement Form was signed by all students, staff, and faculty.

The policy states:

MCAD Faculty and staff are subject to the same fines and fees policies as students. It is your responsibility to understand when your equipment is due back and honor this deadline. If orders are frequently returned late without reaching out to Media Center staff before the set return time, access may be limited or denied after talking with your department chair.

- *Late equipment will result in circulation access being completely halted until the items are returned. Late fines may be applied.*

- *In the event of damage or loss, users are responsible for the full cost of repair or replacement. Access will be halted until the charge is paid. At the Media Center's discretion, patrons may be charged the full replacement value for equipment that is grossly late (more than 14 days late from the original return date).*

- *If equipment is found abandoned in any area of the college you will be subject to an Abandoned Item fee.*

- *Reservation renewals will not be granted for equipment that is already late.*

Protocol for loss of access:

- If faculty members return any equipment late 3 times or more without a 1-hour email notice to media_center@mcad.edu prior to the reservation end time, a warning will be issued to the patron via email with their chair notified of the incident.

- After the first warning, if faculty members return any equipment late 2 times or more without a 1-hour email notice to media_center@mcad.edu prior to the reservation end time, a second warning will be issued to the patron via email with their chair notified of the incident. Media Center staff will then meet with your chair to discuss actions moving forward.

- After the second warning, faculty patrons returning **any** equipment late without a 1-hour email notice prior to their set return time will be subject to loss of access based on the extent of equipment abuse.

Questions and concerns can be sent to media_center@mcad.edu.

MCAD Media Center: **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 in place to ensure that equipment will be available for those who have items reserved and is strictly enforced.**

Late Equipment All reservations have a 15-minute grace period before fines begin accruing	All items within a reservation are charged $0.15 per hour	$5 daily max for late fines	$50 max for all late fines
ABANDONED EQUIPMENT 1: Leaving equipment abandoned at the MC window and/or not waiting for it to be fully checked in	$5 First time	$15 Each repeated time	
ABANDONED EQUIPMENT 2: Leaving equipment abandoned in any area of the school (including studios) for ANY length of time	$10 First time *this includes exhibition equipment improperly installed or not locked down	$25 Each repeated time	
REPAIR: Item is damaged while checked out to you, but is repairable	$ Cost of repair		
REPLACEMENT: Item is lost, stolen, or damaged beyond repair while checked out to you	$ Cost of replacement *If reservations are not returned within 14 days of scheduled end time, a replacement fee may be charged, as well		
Studio/Suite Misuse: Damage to studio sweeps, lights, equipment, not cleaning up after use, etc	Determined by MC senior staff based on infraction. Including, but not limited to: Damaged facilities/equipment: $ Cost of repairs Studio/Suite cleanup: $25 minimum Sweep repainting: $75 half-sweep (top or bottom), $150 full sweep		