

## MCAD Media Center: **GRAD STUDENT POLICY SHEET**

- All "General Access" equipment may be checked out with no prerequisites. **Reservable** equipment can be reserved from the Media & Exhibition Equipment Reservations system (equipment.mcad.edu). **Non-reservable** equipment is first-come-first serve at the window.
- All General Access equipment can be immediately seen on the online reservation system. "Restricted" items are not visible until access is approved. To see a full list of the Media Center's equipment inventory please stop by the window during open hours and a staff member can provide this information.
- Access to Restricted resources may be granted via approval of a **Personal Proposal** (available from the Media Center intranet page.) When filling out the proposal, we request grad students list the item(s) they would like access to and a *brief* summary of the nature of the work and/or reason for need. If the proposal is approved, the student is added to that resource's access list and the item(s) will appear as reservable online. This access is granted for the current academic year only, as equipment demand fluctuates based on class needs. Students will be required to submit a new proposal any subsequent academic years.
- Our recommended method of training on equipment and facilities is for grad students to attend the trainings done in the associated undergraduate classes. Media Center senior staff can help provide this info if needed. Additionally, Media Center Technology Specialist staff are available for one-on-one or group training sessions by appointment. Please note - due to the busy nature of the beginnings of fall and spring semesters, demos may not be available the first two weeks of each semester.
- Graduate students may use the 335 and 345 studios with no additional approval. The analog photo darkrooms and 329 Sound Studio may be requested via the Personal Proposal form and proficiency with these facilities is expected. Please note - Print Technology Services manages the 317 Digital Print Lab (DPL) and has their own system for requesting access. Please see them for specific details.
- The complete pool of exhibition equipment (LCD monitors, projectors, iPads, etc.) are available as "General Access" to all MCAD students, including graduate. Reservations for these items follow the same process and policies as the other General Access items (see above.) For installations longer than the five-day

maximum allowed in the system, we ask that students submit a Personal Proposal form. In this form they must list the items requested and the dates needed. The Media Center will do our best to honor these requests, but as with all proposals circumstances and availability will determine approval.

- Certain Exhibition equipment such as iPad mounts and wall-mounted LCDs over 40" must be installed by Academic Services. It is the student's responsibility to schedule this installation with that department.
- For larger group exhibitions such as Open Studio Night, we ask **each** student to independently manage their own reservations and checkouts for the equipment they may require. This allows the Media Center to best communicate with the individuals directly to ensure the proper equipment is available and technical support is provided if needed.
- The Media Center can not provide long-term laptop checkouts. If students require a computer for your coursework or teaching practicum they are welcome to use school-provided computers at the MFA studio or the various MCAD labs and library.
- Please feel free to contact the Media Center Director, Scott Bowman, if you have any questions about the above policies.