<u>MCAD Media Center</u>: **GRAD STUDENT POLICY SHEET**

- All graduate students are welcome to check out "General Access" equipment from the Media Center 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.

- Grad students are authorized to check out any "Restricted" equipment that is reserved for classes they are **<u>currently</u>** <u>enrolled in or auditing</u>. If enrolled in the class, students will automatically see the associated restricted equipment appear in the online reservation system as available to reserve.

- Access to Restricted resources may also be granted via approval of a **Personal Proposal** (available online from the Media Center intranet page.) When filling out the proposal, we request grad students enter the item(s) they would like access to and a brief summary of the nature of the work to be produced and/or reason for need. All proposals are reviewed based on a number of criteria and submission of a Personal Proposal <u>does not guarantee approval or access</u>. If the proposal is approved, the student is added to that resource's access list and the item(s) will appear as reservable. 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 each subsequent academic years.

- Each semester there may be certain advanced equipment kits that select upper-level undergraduate classes are curricularly <u>required</u> to use towards the completion of their coursework. If access to these items for these students becomes unacceptably limited we may respectfully ask graduate students to limit or reduce their circulations to increase availability to the undergraduates.

- Our preferred and recommended method of training on equipment and facilities is for grad students to audit or otherwise attend the trainings done in the associated undergraduate classes. That said, 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, Technology Specialists may not be available for demos 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.

- 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 does not supply 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.