

MCAD Media Center: **FACULTY POLICY SHEET**

ACCESS

Current faculty (contracted for the current academic semester) are eligible to check out equipment and M/LAB studio keys from the Media Center. Please ask senior MC staff about any policy information that may be unclear to you.

CHECKOUT BASICS

- MCAD Faculty may reserve and check out General Access, (not reserved to a class) equipment.
- Access to all other Restricted equipment may be requested through Personal Proposal and will be considered on a case-by-case basis. Proposals will be reviewed by the Media Center before access is granted and approval is not implied or guaranteed. Please see "Personal Use of Equipment" section below for additional information relating to proposals.
- Your MCAD ID is required for checkout. Please have it out and ready before you approach the window.
- When checking out or returning equipment, wait until our staff has completed the transaction before you leave the window.
- Please plan ahead. Do not send a T.A. or student to pick up any equipment for your class unless you have arranged it in advance with the Media Circulation Coordinator.
- Keys must be returned as soon as class is over; you may drop them in our "Key dropbox" whenever the window is closed. Keys cannot be passed to another user or student.
- Equipment for class demos/in-class use must be reserved ahead of time using the online reservation system at <http://equipment.mcad.edu>. This equipment should be returned at the end of class- do not store it in your office please.
- Studios can be reserved ahead of time using the M/LAB Studio Reservation tool on our intranet page.
- WE DO NOT TAKE RESERVATIONS OVER THE PHONE OR EMAIL.
- Check to make sure equipment is operational BEFORE leaving the window.
- Please inform the MC staff of any broken/damaged equipment or facilities and have the staff member help you fill out an online Repair Form. Please do not be shy about telling us of malfunctioning or damaged equipment.

LATE EQUIPMENT AND FINES

- MCAD Faculty 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.
- 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, the faculty/staff member is responsible for the full cost of repair or replacement. Access will be halted until the charge is paid.

PERSONAL USE OF EQUIPMENT

- Faculty are entitled to full freedom in publications and research subject to meeting the needs of their other academic duties, but curricular and co-curricular projects for personal pecuniary gain which involve MCAD students, equipment or facilities or otherwise relate to MCAD, must be approved in advance by the Vice President of Academic Affairs.