

MCAD Media Center: STUDENT POLICY SHEET

ACCESS

Students must fill out the "Access Agreement Form" before receiving access to the Media Center's equipment/facilities. The two types of access are "General Access" (available to all degree-seeking students currently enrolled in classes that semester), and 'Restricted' (authorized users only). Restricted equipment and room access is based upon current class enrollment, unless otherwise indicated.

RESERVATIONS AND LOSS OF RESERVATIONS

- Equipment, carts/kits, and production facilities must be reserved ahead of time. M/LAB studios (Black/Gray Studios, Sound Studio) must be reserved at mlab-reservations.mcad.edu. Production and exhibition equipment must be reserved at equipment.mcad.edu. The Media Center does not take reservations over the phone or email.
- You are required to select your reservation beginning and ending date/time. It is your responsibility to know when those times are and pick up and return the items accordingly.
- Failure to pick up your reserved equipment or studio key on or before before your selected reservation time will result in the system removing that reservation immediately.
- Failure to return the equipment by the stated return time will result in late fees applied and loss of access until all items are returned.
- Equipment may be reserved in increments of as short as 1 hour and as long as 5 days (120 hours) in duration. Studio keys may be reserved in hourly increments for up to 4 hours in a single day and up to 8 hours in a single week (excluding late night reservations.) Reservations exceeding these limits must be requested via Personal Proposal.
- Certain kits have a quantity reservation limits, restricting how many of that type of kit may reserved or checked out at a time. The Patron Portal reservation system will inform you if you are attempting to reserve more units than that item type allows.
- We do not take reservations or extensions over the phone or email.
- Our phone number, 612-874-3672, is on every item barcode, please call with any problems.

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 MC window. Please inform the MC staff immediately 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, will be subject to an Abandoned Equipment fee.
- Exhibition equipment must be secured in your installation space either by yourself or (preferably) by Academic Services. Exhibition equipment found unsecured may be subject to an Abandoned Equipment fee.

CHECK OUT PROCEDURES

The circulation system is tied to the patron's MCAD ID card. Please have it ready to scan before approaching the window. When checking out or returning equipment, wait until the Media Center staff has completed the transaction before leaving the window. It is the patron's responsibility to know when the equipment is due back. Please ask the Media Center staff about any policy information that may be unclear. Refer to the online reservation system for any specific rules or restrictions written on the description page of each piece of equipment.

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- 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.
- Checkouts may not be extended. Patrons must return the items to the window, check them back in, then check them out again if they wish to keep them past the original return date/time. However, this system is not an avenue to allow continued ongoing checkouts. The Media Center can choose to limit future checkouts and/or reservations if the patron is abusing the system.
- Media Center equipment and facilities are for academic, course-driven, use only. Resources may not be used for student internships. It is the responsibility of the internship host to provide the necessary equipment and facilities to empower the student intern to complete the internship. Additionally, Media Center resources may not be used for explicitly for-profit or commercial use.

FINES AND FEES

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.

- 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.
- A complete schedule of fines and fees can be found on the Media Center's intranet page, and posted at the Media Center window.
- Late fines are levied per-hour beginning 15 minutes after the item is due and continuing until the items are returned.
- Late fines are tallied based on the hourly late fine value of each individual barcoded item.
- Fines and fees monies are not collected by the Media Center. Charges are sent to the MCAD Business office for processing, billing, and collection.
- If fines or fees 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 billed to your student account.
- You are responsible for the complete replacement cost for items lost, stolen, or damaged beyond repair.
- If an item is damaged but repairable you will be responsible for that repair cost.
- If equipment is found abandoned in any area of the college you will be subject to an Abandoned Item fee.
- At the Media Center's discretion, patrons may be charged the full replacement value for equipment that is grossly late.

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.
- 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.
- NO animals (except licensed service animals), glitter, fake blood, candles, paint, or other items that can

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stain, dirty, or otherwise damage the studio sweeps.

- People using these areas are 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.