

# Media Center Student, Staff and Faculty Policies

## Checkout Basics for All Users

- Access to all other restricted or Tech 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 the “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.
- Keys must be returned as soon as your reservation 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 [Patron Portal](#). This equipment should be returned at the end of class and should not be stored in offices or classroom spaces.
- Studios can be reserved ahead of time using [Places & Spaces](#).
- Check to make sure equipment is operational **before** leaving the window. Our staff does our best to make sure equipment is in working order, but it is your responsibility to check your items over before you leave campus.
- Please inform the MC staff of any broken/damaged equipment or facilities and fill out a Repair Form. Please do not be shy about telling us of malfunctioning or damaged equipment.

## Facilities Basics for All Users

- The Media Center circulates keys for the Black Studio, Gray Studio, and Sound Studio and can be reserved via [Places & Spaces](#).
- 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.
- 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.
- People using these areas are responsible for theft, damage, misuse, or lack of cleanliness.
- When finished, users must clean up and return equipment to its proper place.

## **Continuing Education Access**

### **Facilities**

- The Media Center offers equipment/facilities access to students currently enrolled in Continuing Education courses with technology needs as defined by the curriculum. Access to the Media Center equipment/facilities begins on the first day of class and ends on the last day of class as defined by the MCAD published course list. No access is provided to Online Only classes.
- If assigned to the class, Continuing Education students may have access to the Darkrooms and Black and Gray studios during class time with the instructor present. Continuing Education students and faculty do not have access to the studios or darkrooms on an independent basis, or outside of class time.

### **Equipment Reservations**

- Continuing Education students **are not allowed** to check out Media Center circulated equipment. Faculty may check out predetermined equipment for inclass use, as stipulated by the course and with Media Center pre-approval. Student access to this equipment happens within their class, supervised by their instructor.

### **Lockers**

- Continuing Studies students are not eligible for personal M/LAB lockers.

### **Late Equipment and Fines**

- No equipment access

*If you have any questions please call the Media Center at: 612-874-3672, email us [media\\_center@mcad.edu](mailto:media_center@mcad.edu), or stop by 309 during Media Center office hours.*

## Faculty 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 equipment that isn't reserved for a class.
- Access to all other restricted or Tech 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 the "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 [Patron Portal](#). This equipment should be returned at the end of class and should not be stored in offices or classroom spaces.
- Studios can be reserved ahead of time using [Places & Spaces](#).
- Check to make sure equipment is operational **before** leaving the window. Our staff does our best to make sure equipment is in working order, but it is your responsibility to check your items over before you leave campus.
- Please inform the MC staff of any broken/damaged equipment or facilities and fill out a 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. If orders are frequently returned late without reaching out to Media Center staff prior to 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 original return date).

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

### **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.

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## Graduate Student Access

### Facilities

- 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 - The Service Bureau manages the 317 Digital Print Lab (DPL) and has their own system for requesting access. Please see them for specific details on printing and scanning access.

### Equipment Reservations

- All "General Access" equipment may be checked out with no prerequisites. Reservable equipment can be reserved from the [Media & Exhibition Equipment Reservations system](#). Non-reservable equipment is first-come-first serve at the window (ex: cables, adapters, chargers). "Restricted" or Tech items are not visible until access is approved. To see a full list of the Media Center's equipment inventory please follow [this link](#).
- The complete pool of exhibition equipment (LCD monitors, projectors, iPads, etc.) are available to all MCAD students, including graduate students. Reservations for these items follow the same process and policies as the other General Access items (see above.)
- For checkouts 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.**
- The Media Center can not provide long-term laptop checkouts. If students require a computer for your coursework or student teaching, they are welcome to use school-provided computers at the MFA studio or the various MCAD labs and library.

### Lockers

- Graduate students may request access to M/Lab lockers by reaching out to the Media Circulation Coordinator. These lockers are reserved on a first-come first-served basis with photography and undergraduate students getting priority access.

### **Late Equipment and Fines**

- 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 prior to the set return time, access may be limited or denied.
- 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 original return date).
- If equipment is found abandoned in any area of the college you will be subject to an Abandoned Item fee.

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## **Jerome, McKnight and Teaching Assistants Access**

### **Facilities**

- Your facility access is limited to studios 335 and 345, and any advanced production areas designated to the class you are the TA for.

### **Equipment Reservations**

- Access to any equipment or facilities must be approved beforehand via the [Personal Proposal form](#). An active MCAD login is required to fill out a Personal Proposal. In the Proposal, detail what equipment/facilities are needed, the duration of need, and what the equipment/facilities will be used for. Please allow a minimum of three business days to review all proposals.
- Approved access will be limited to specific General Access and can be identified on [Patron Portal](#).
- Any restricted items designated for the class you are the TA for may be checked out, but only for in class use. No other restricted items are available.
- You may reserve and check out items designated as “faculty only”, such as AV carts, SD card kits, etc, specifically for in class use at the request of the class’s instructor.

### **Lockers**

- Jerome, McKnight and TA’s are not eligible for personal M/LAB lockers.

### **Late Equipment and Fines**

- 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 prior to the set return time, access may be limited or denied.
- 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 original return date).
- If equipment is found abandoned in any area of the college you will be subject to an Abandoned Item fee.

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## **Undergraduate Student Access**

All users 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.

### **Facilities**

- The Media Center circulates keys for the Black Studio, Gray Studio, and Sound Studio and can be reserved via [Places & Spaces](#).
- 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.
- 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.
- 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.

### **Equipment and Studio Reservations**

- Equipment, carts/kits, and production facilities must be reserved ahead of time. M/LAB studios
- 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 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 limit, restricting how many of that type of kit may be 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.
- 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.

### **Lockers**

- Undergraduate students may request access to M/Lab lockers by reaching out to the Media Circulation Coordinator. These lockers are reserved on a first-come first-served basis with photography students getting priority access.

### **Late Equipment and Fines**

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

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## **AV Support Requests**

All AV support requests must be submitted **3 days in advance for virtual events** and **4 days in advance for in-person/on-campus events**. Requests must include the time and date of event, number of invited attendees, equipment needs and any other information you would want an AV Technician to be aware of.

All individuals wishing to use the College Center must submit a [Personal Proposal](#) and receive training from the AV Specialist prior to the event. The Auditoriums are reservable by creating an event and contacting Student Affairs.

Only teaching faculty and select staff members who have received proper training may use the HyFlex classroom spaces. For training, please reach out to [av\\_support@mcad.edu](mailto:av_support@mcad.edu) and CC your department head.

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