

MCAD Media Center: ACCESS POLICIES : Jerome, McKnight, Teaching Assistants

Current-year Jerome and McKnight Fellowship Artists

- Access to any equipment or facilities must be approved beforehand by the Media Center Director or Media Circulation Coordinator 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 (non-restricted) equipment and the 335 & 345 studios. No other equipment or facilities are available at this time. General Access equipment can be identified on the Media and Exhibition Equipment Reservation System on the MCAD Intranet (<http://equipment.mcad.edu>).
- Standard fines for all instances of late equipment returns apply. Repeated violations of late returns can result in loss of access.

* The Personal Proposal form can be found on the Media Center's intranet page:

https://intranet.mcad.edu/modules/forms/mc_personal_proposal.php

Non-Student T.A. (not currently enrolled at MCAD or taking degree-seeking courses)

- Equipment access is limited to General Access items. Standard fines for all instances of late equipment returns apply. Repeated violations of late returns can result in loss of access.
- 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.
- Your facility access is limited to studios 335 and 345, and any advanced production areas designated to the class you are the TA for.
- You may reserve and check out items designated as "faculty-only", such as AV carts, specifically for in-class use at the request of the class's instructor.