

## Media Center : Winter Break 2019/2020

The Media Center window will close at 7pm on Friday, December 13th.

There are no circulations or studio access after this time until the window reopens at 8:30am on Tuesday, January 21st.

### Equipment checkout policies over winter break are as follows:

#### Degree-seeking students enrolled for spring semester:

- All reservations are by [Personal Proposal](#) only. **Proposals will be accepted until noon on Thursday, Dec 12th.**
- While most proposals will be approved, it's at the Media Center's discretion to deny any proposal if the requested items need remain on-hand over break for necessary maintenance or repairs. We will do our best to work with you to find alternative options if possible.
- Advanced items designated as "Tech Checkout only" are available by proposal for the periods when the Media Center Window is closed but Staff office hours are being held over breaks. These dates are 12/16/19 to 12/20/19 and again from 1/2/20 to 1/17/20. Tech Checkouts for the full duration of winter or summer break will not be approved. All Tech Checkout equipment must be returned to the Media Center before the first day of spring semester.
- Black and Gray Studios (335, 345), analog darkrooms, and 329 Sound Studio, are all **closed** and not accessible over winter break beginning at 7pm on Dec 13th. They will reopen the first day of classes, 1/21/20.

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#### Faculty contracted for spring classes and Staff:

- All reservations by [Personal Proposal](#) only. Priority access to in-demand kits is first given to students. After that, priority will be given to equipment designated for the classes you are scheduled to teach in the spring semester. All other requests will be considered on a case-by-case basis.

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#### No over-break access allowed:

Non-Student T.A.s, Fellows, Continuing Education students and faculty