

FAIC Media Services Equipment/Facility Use and Request Policy

Media Services Equipment Loan Office Hours are M,T,R,F 8am - 3pm by appointment only FAIC 316 equipmentloan@easternct.edu 8604655574

Introduction

The FAIC Media Services Department (MEDIA), the Department of Art and Art History (ART) and the Department of Communication, Film, and Theatre at Eastern Connecticut State University provides students with equipment and facilities, on loan from the State of Connecticut, with which students can fulfill class assignments. The following procedure applies to students enrolled in specified courses offered under the Department of Art and Art History or the Department of Communication, Film, and Theatre.

As a part of the provisions for the course for which you have enrolled, you will have access to the equipment listed below depending on your course and instructor approval. Equipment is available in limited quantities and first come first served. In consideration of our peers and limited availability of equipment, the maximum loan periods and return dates are strict.

Students in Art courses

- Apple iPad 4th gen, 10th gen, Air 2
- GoPro Hero 8 Black with memory card
- Oculus Quest II
- Light kit
- Tripod
- DSLR kit
 - All DSLR Kits contain camera body; battery/charger; device formatted memory card; neck strap and carrying case. See individual Kit lens information below.
 - Canon Rebel T6 Kit: 18-55mm & 75-300mm
 - Canon Rebel T6i Kit: 18-55mm & 55-250mm
 - Canon Rebel T7 Kit: 18-55mm & 75-300mm
 - Nikon D5100 Kit: 18-55mm & 85mm
 - Nikon D5300 Kit: 18-55mm & 18-200mm
 - Nikon XT Kit: EF-S 18-55mm f/3.5-5.6 IS II

Students in Department of Communication, Film, and Theatre courses [must be approved by Brian Day]

- BlackMagic Cinema 4k kit includes
 - 1x M. Zuiko ED 12-45mm F4.0 Pro
 - 2x 128gb memory cards with card reader
- Lens Kit for BlackMagic Cinema 4k
 - 1x lens-16mm T2.2 ED AS UMC CS IIS/N CCP27731 with petal style hood
 - 1x lens-35mm T1.5 VDSLR AS UMC IIS/N FFP17331 with petal style hood
 - 1x lens-50mm T1.5 VDSLR AS UMC IIS/N FEP14883 with petal style hood
 - 1x lens-85mm T1.5 VDSLR AS IF UMC IIS/N FAP15299 with conical style hood
- Magus Rex Tripod

FAIC Media equipment loan operation is in FAIC 316 and may be emailed at equipmentloan@easternct.edu. You must fill out and sign the Equipment and Facilities Use Contract to move forward as a participant in this course. By signing the form, you agree to abide by all policies and procedures set forth below. It is your responsibility to read, understand, remember, and comply with these policies and procedures. **If you do not fill out and sign the *Equipment and Facilities Use Contract*, you may not borrow materials for this class.**



General Lending Procedures

Only Eastern students having authorization from their Art course instructor, having submitted the **FAIC Media Services Equipment and Facilities Use Contract** (see last page), and showing a valid Eastern I.D., may borrow this equipment or use facilities. **Equipment may not be signed-out for others nor “loaned” to others.**

Equipment kits are reserved by course. MEDIA will cross-check student identification with class-lists provided by course instructors. Class-lists indicate students who have been trained and released to use the equipment kits. Class-lists will not be provided to MEDIA until each person on the list has been trained and released on that equipment. The receipt of a class list by Media Services certifies that every student on the list has been trained by the course’s instructor. Under no circumstances should a different equipment kit be provided to any student regardless of context.

Instructors MAY NOT authorize students to check-out equipment or use facilities for fellow instructors unless willing to assume training and release responsibility for the students in question.

Check-In/Out Services

Check-In/Out Services will be established by the class, instructor, and Media Services staff.

FAIC Media Services is closed on weekends. Regular hours for pick-up and drop-off are 8am – 3pm by appointment on Monday, Tuesday, Thursday, Friday. Call 8604655574 or email equipmentloan@easternct.edu for appointments.

Students *must* pick up and return equipment during these times.

Loan Periods and Loan Policies

The loan period for all Cannon Rebel Camera Kits is a maximum of **one week (7 calendar days)**.

The loan period for all Black Magic Cameras and associated equipment is **3 days with a minimum 2 day wait in-between loans.**

Check out/check in times are established at the start of each semester to accommodate class schedules.

Extended loan check-outs beyond the periods specified above will require written authorization from the course instructor.

During the loan period, you must provide a telephone contact number where you can be immediately reached in accordance with audit compliance. The location of the equipment will need to be known for the entire loan period.

Condition of Equipment

As part of the check-out procedure, you are required to inspect the equipment you wish to borrow. Plan to verify that the equipment is working, the kit is complete and exactly as listed on the loan form. You are responsible for the equipment you sign out. Report anything unusual, missing, extra and/or damaged before leaving the loan area.

Upon return, the Media Services staff will inspect the equipment to ensure it is in proper order and condition. It is your responsibility to report anything unusual, missing, extra, and/or damaged upon returning the equipment.

Please allow yourself extra time during check-out/check-in to complete these procedures.

Unreported damage will result in financial liability to the student.



Lost/Stolen/Damaged Equipment and Liability Procedures

If equipment is damaged while in your possession, report the damage immediately to the Media Services Staff and your instructor.

Damage is regarded in three scenarios:

1. Normal wear and tear
2. Accidental damage
3. Abuse and/or negligence

A member of the Media Services staff, in consultation with your instructor, will determine the damage scenario. **If equipment was damaged while in your possession due to abuse and/or negligence, the student is financially responsible for replacement and/or repair costs for the equipment.** Notification of the decision will be in writing within 1 week of the report of damage.

Stolen Equipment

The student should immediately contact campus police [8604655310] and/or the local police department of the vicinity of the theft.

Reservation System - Allow two days for processing

Equipment is reserved with the FAIC Media Services Department first come, first served. Reservations must be made through the online request form at <https://forms.office.com/r/4DbJY0XSyi> You can also access the online request form through the QR code here:



Reservations are cancelled at the end of each business day if the student fails to pick up the equipment.

Late Return of Equipment

Students are expected to return equipment during the time periods allotted. Equipment will be considered late if it is not returned by the end of those time periods.

Equipment Use Penalties

Penalties will be imposed on students that return equipment late or misuse equipment:

- *First Offense*
 - Instructor and Student Notification
- *Second Offense*
 - Loss of equipment and facility privileges for one week
- *Third Offense*
 - Loss of equipment and facility privileges for duration of academic term.

Media Services will notify instructors via email of penalty offenses within 24 hours of occurrence.

Borrower/Student Responsibilities for Equipment

1. Checking equipment immediately upon receipt to determine that it is complete and in proper physical working order
 - a. **Failure to do so at check-out time may result in the borrower's assumption of financial obligation for costs of repair and/or replacement of equipment or parts.**
2. Returning equipment on time, complete, and in proper working order.
3. Reporting problems and/or operational anomalies with equipment.

Signing the contract means you agree to abide by all policies and procedures herein.



Eastern Connecticut State University
FAIC Media Services Equipment and Facilities Use Contract

I understand and agree that audio visual equipment and facilities issued to me or assigned to me for my use is/are on loan from the State of Connecticut.

I agree to observe and abide by all policies and procedures pertaining to the use of equipment and facilities.

I further understand and agree that I am financially responsible for said facility and/or equipment in the event of loss or damage (including, but not limited to, that resulting from theft, negligence, abuse, or gross misuse) while it is in my possession.

I have read the accompanying *FAIC Media Services Equipment/Facility Use and Request Policy* I understand it, and I agree to all its provisions.

Student Signature:

Date:

Student Contact Information:

Name:

Email:

Cell Phone:

On Campus or Local Address:

Home Address (if applicable):

Student I.D. Number:

Course Information [name/number/section/meeting days and times

I, the faculty member of this course, certify that this student is listed on the current instructor's roster, and the student has been trained on how to operate the equipment loanable for the class.

Instructor/Advisor Signature:

