

## 5<sup>th</sup> Floor Procedures Fall 2009

### **Hours:**

The reception desk is open from 8:30 a.m. to 8:30 p.m. Monday-Thursday, 8:30-6:00pm on Friday. The desk is also open on weekends, 12-6 pm.

Distribution of equipment and signup for editing stations will begin at 9:00 a.m. and will close down at 8:00 pm.

### **Equipment:**

Each class is assigned specific equipment:

SMPA 112:	Sony 2100 Wired hand held and lav microphones
Semester in Washington:	Panasonic PG 55 Wired hand held and lav microphones
SMPA 135:	Sony 2000 and Sony 1000 Wire hand held and lav microphones
SMPA 136:	Sony DSR 250 Wired hand held, lav microphones, wireless and shotgun mics
SMPA 139:	Sony DSR 250 Wired hand held, lav microphones, wireless and shotgun mics

Students in 112 and 135 may NOT take cameras out overnight. By the end of the semester professor permission can make exceptions.

In addition each student in 112 will be assigned a portable hard drive for use in editing. You may take the drives from the building, but be advised if you lose or damage them you must pay for a replacement. The drive may *not* be used for personal use, and must be returned by the announced deadline at the end of the semester or your grade will be withheld.

Students in 136 and 139 will use drives that remain in 525A.

Some classes will also check out tapes and key cards. These, too, are in your possession for the semester and if lost or damaged, you must pay for a replacement. They must be returned by the announced deadline at the end of the semester or your grade will be withheld.

## **Equipment Procedures:**

### *Reservation Policy:*

Cameras must be reserved at least 24 hours in advance using sign-out sheets at the front desk. Students must leave an id and credit card imprint at the time of checkout. Students are accountable if the equipment is damaged because of their negligence, and will be responsible for the cost of repairing or replacing damaged or lost equipment.

Cameras can be checked out *without* advance notice only if they are available, and will be distributed on a first-come, first-serve basis. All team members do not need to be present to check out or return the cameras, but all will be held responsible for the equipments' safe handling and timely return.

Reservations will be held for 15 minutes beyond the scheduled time unless the student calls the distribution desk (**994-0044**) to make other arrangements. Once 15 minutes has passed the equipment is available first come, first serve.

Students in 112 and 135 may NOT take cameras out overnight.

Failing to return the equipment at the appointed time will result in a notification to the professor and grade penalties which will be explained in class.

No equipment is available for personal use.

The work-study crew and a graduate secretary will for the time being supervise the distribution of all equipment and ensure that forms are properly filled out and the equipment is working properly. They are to be treated with the same respect as the professors, engineers and TA's.

## **Equipment Do's and Don'ts**

Do: treat the equipment carefully. If something isn't working properly ask a TA or someone in the engineering staff for help.

Do: make sure the equipment works properly BEFORE you leave on your shoots.

Do: let the TA or distribution staff know if you encounter any problems with the equipment so that other students don't inherit *your* problems. There is a repair form you must fill out and turn in with the defective equipment.

Do: feel free to ask the TA or distribution people for help if you're not sure what you're doing. They're here to help you.

Do not: attempt to fix any equipment problem yourself. Leave that to a professional who knows what he/she is doing

Do not: return the equipment improperly packed up or with uncoiled cables.

Do not: ever leave the equipment out of your sight and hands while shooting in the field.

### **Editing Facilities**

Classes must edit only in their assigned rooms. Staffed hours are the same as for equipment checkout. SMPA 112 and 135 do not have access to the rooms after hours, except if they are accompanied by a TA or professor.

SMPA 112 is assigned Room 510.

SMPA 132 is assigned Room 510

SMPA 136 and 139 will work in 525A.

SMPA 195 is assigned Room 510

The Documentary Center is working in 510

Room 522 is available for overflow from 510.

SMPA 135 can screen and log videos in the new dubbing room.

There are two new FCP stations in 525 which can be checked out if 510 is fully booked.

### **Rules of Behavior:**

Absolutely NO food or drink can be in evidence in the edit rooms, studio, or control room. Water or soft drinks in containers with sealable lids may be kept in a backpack or purse. Bottles can never be left standing on the equipment tables near the computers. We have set aside a room where you can enjoy your food and drink. Please use it! Students caught violating these rules face grade penalties, which will be explained by the professors.

Close the editing room doors while you are in them. This keeps down on noise and interference, and is for your safety.

Students must not load software onto the computers or remove and copy any software from the computers.

Students must not connect or disconnect any cables, or adjust the computer monitors.

Students may only use the computers for class projects, not personal use.

#### ***For students in SMPA 112:***

There is heavy demand for editing stations. To ensure you get the computer when you need it, you must sign up for it at least 24 hours in advance at the front distribution desk. Computers are assigned for specific blocks of time throughout the day.

9:00 am – 1:00 pm

1:00 pm- 5:00 pm  
5:00 pm- 8:00 pm.

Blocks may not be booked consecutively. Students should have their system shut down and turned off *before* their block time ends, so there is no delay for the incoming student editor.

Reservations will be held for 15 minutes before the computer is available for another student's use. If students cannot meet their reservation time, they must notify the distribution desk promptly. Computers can be used on a first-come, first-serve system as long as they are un-assigned for the period of time the student needs access.

Students who violate the described rules face grade penalties as explained by the professors.

**Following the above procedures will result in a productive and satisfying semester for everyone.**