5th Floor Procedures
SPRING 2010

Hours:

The 5th floor is open Monday-Thursday  9:00 am – 12:00 pm.
CLOSED FROM 12-2:30
Open again 2:30-7:00 pm

Friday: Open 11:00-5:30 PM
Saturday 12:00 pm – 5:30 PM
Closed on Sunday.

To be absolutely sure your equipment is available when you need, reservations are strongly urged. Forms should be filled out with as much advance time as possible, preferably with 24 hours notice. That ensures your gear is packed, checked and ready to go when you show up to check it out.

There will be times when no one is available to check your equipment in and out. If you have an unforeseen need, you should approach staff members on the 5th floor for assistance. Our numbers are posted on the wall. We will do our best to accommodate you, but again, only reservations guarantee your needs will be met.

Equipment:

Each class is assigned specific equipment:

SMPA 112: Sony 2100
          Wired hand held and lav microphones
Semester in Washington: Panasonic PG 55 and SONY 2100.
          Wired hand held and lav microphones
SMPA 132: Sony 2100 Kits, Panasonic PG55, Still Cameras,
          Audio Recorders
SMPA 135: Sony 2000 and 2100
          Wire hand held and lav microphones
SMPA 136: Sony DSR 250
          Wired hand held, lav microphones, wireless and shotgun mics
SMPA 195: Sony 2100
Documentary Center  Sony 250
          Wired hand held, lav microphones, wireless and shotgun mics
This semester for the first time all students in all classes will have 24/7 access to the building, the 5th floor, and the edit rooms. We expect you to act responsibly, for your own personal security as well as the security of our facilities and equipment.

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 at $200. 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 will use drives that remain in 525A.

Some classes will also check out tapes. These, too, are in your possession for the semester and if lost or damaged, you must pay for replacements. The costs vary, but start at $25 per tape. The tapes 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 preferably 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.

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 will bear a large responsibility for distributing equipment and ensuring the 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. To ensure you have an edit station when you need one, reservations are strongly recommended.

SMPA 112 is assigned Room 510.
SMPA 132 is assigned Room 510.
SMPA 135 and 136 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 also 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 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. Leave the computer with the same settings you found on it.

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.

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