



MEDIA LAB EQUIPMENT AND FACILITIES POLICY

All Towson University students who use EMF equipment and/or facilities agree to follow the standard procedures stipulated by this policy.

EMF ID Cards

Students must present their valid EMF ID Card each time they check out equipment or use EMF facilities. No other ID will be accepted. NO EXCEPTIONS!

EMF IDs may be obtained in the equipment cage (MC 007) on or after the first day of the term by presenting a valid Towson photo ID (your OneCard), passing a written policy test, and presenting proof of production class¹ enrollment; validation of enrollment is obtained via production professor signatures on the bottom of Equipment Use and Loan Agreements which will be distributed by the professor.

This ID card is good for the duration of the student's time at Towson University but will need to be validated each semester by repeating the written test and producing proof of production class enrollment. A semester sticker will be applied to the ID to show the students validation.

Should violations of policy occur, students are required to surrender their EMF ID upon request by VML Supervisor, VML Assistant Supervisor, or VML staff. Students may pick-up their IDs from the VML at the conclusion of their delinquency.

EMF Cards are non-transferable. Students should not loan their EMF card to others. If a student is caught lending their card to another person, the EMF card will be confiscated and the student will be made delinquent for a minimum of four full business days. This violation may also result in a judicial referral.

If an ID is lost or stolen, students must pay for a replacement ID to be made.

Delinquency

If a student violates a policy he/she will be considered "delinquent." This means the student will not be allowed to use EMF equipment or facilities until the conclusion of their delinquency period. In addition to not being allowed to use equipment or facilities, all future reservations the student has made will be canceled. Students

¹ Students participating in a directed study who require equipment and/or facility use must meet with their full time faculty advisor and the VML supervisor to discuss access.

must surrender their EMF ID card to VML Staff and Supervisors at the time of the violation or discovery of the violation. EMF IDs will be held in the VML during the time of delinquency and will be returned to the student at the conclusion of the delinquency period.

Delinquency durations vary. Consult the policies stated in this document for more information on delinquency duration.

Equipment

Students who borrow EMF equipment may only use it for academic purposes and only for the faculty-approved projects are part of their course assignments. Students must return the gear in the same condition as when they checked it out and must return it on time. In the case of negligence, abuse, or mishandling, the student is liable for full repair, or the replacement cost, of the damaged equipment.

Returning Equipment Late

Regardless of the type of equipment checked out (e.g. cameras, audio recorders, mboxes, accessories, etc.), late fees will be charged for equipment returned after the time allowed by the initial reservations:

\$20.00 if late more than 1 hour and less than 24 hours.

\$40.00 if late more than 24 hours and less than 48 hours.

\$60.00 if late more than 48 hours and less than 60 hours.

Fees will continue to compound in this manner until the value of the equipment is reached or it is late for two weeks. At that point, the student will be charged the cost of replacing the equipment including shipping.

The third time a student is late returning equipment, he/she will be delinquent for two full business days, his/her EMF card will be confiscated and all future reservations will be cancelled in addition to having to pay the late fee.²

Equipment cannot be checked out to any student with outstanding fines until said fines are cleared.

Repossession Fee

There is a \$15 fee for repossession of equipment left unattended.

² Example: The student's equipment was due back Friday at noon but was returned at 1pm. The student's EMF Card is pulled and will not be available for the student until Tuesday. The day the card is taken, Friday, does not count as a FULL business day. So, Saturday and Monday are the days the student is delinquent. We are not open on Sunday therefore it does not count as a business day.

Broken/Missing/Damaged Equipment

The student user is responsible for any and all damages to the equipment while checked out in his/her name. "It was this way when I got it" is NOT an acceptable excuse and the student will be charged for replacement of the broken/missing equipment.

Students must check their portable equipment in the Equipment Cage before they sign their loan equipment. If a problem is found at that time, the VML will make every effort to fix, replace, or note the condition on the checkout form before the student leaves. If the student does not take the time to test or check their portable equipment, they are assuming responsibility for any damage that is found when it is returned. The student will be made delinquent and will remain so until he/she pays the VML for broken parts, repairs, or replacement of the damaged or missing equipment. If the damage totals more than \$50 the student will be subject to additional delinquent time that will be determined by the VML Supervisor and/or the VML Assistant Supervisor based on the severity of the damage. Honesty by the students plays a crucial part in this decision. Attempts to deceive staff about the conditions and/or circumstances of the damage may result in the student being judicially referred.

If a student returns equipment with residue left by using improper means to adjust/support gear, the student will be charged a \$15 cleaning fee per piece of equipment. Gaffers tape (available for purchase in the VML cage) is the only material students should use on equipment. Other tape and means, including duct tape, are not safe since they are potential fire hazards and ruin equipment when used repeatedly. If a student is caught using material other than gaffers tape or there is sufficient evidence that a student has used material other than gaffers tape on EMF equipment, the student's EMF card will be confiscated, he/she will be made delinquent for two business days, and all his/her future reservations will be canceled.

Broken or missing equipment will result in the student's EMF card being confiscated. He/she will be made delinquent for a minimum of two business days, and all his/her future reservations will be canceled. The delinquency will continue until the issue has been resolved and the student has paid all fines, in full. If the equipment was obviously broken due to student misuse, the student will not be able to use that type of equipment for the remainder of the semester or until he/she can prove (through applicable equipment testing) that he/she knows how to correctly operate the equipment and all fines have been paid.

In the case of broken or missing equipment resulting in a monetary value greater than or equal to \$50, an itemized estimate of the cost of repair, and/or replacement, and fines will be submitted to the review committee to keep on file. A copy of this report will also be provided to the student. The student must pay the charges, in full, to the VML Supervisor or VML Assistant Supervisor via cash (correct change only),

money order, or certified check made out to Towson University at which point the student's EMF card will be returned and VML privileges restored.

Lost/Stolen Equipment

Any student who loses equipment or has it stolen must submit a written, signed and dated statement describing the conditions in which the loss or theft occurred. Additionally, if the equipment is stolen, students must file a Baltimore County Police report or an equivalent report with the police department in the town or precinct where the incident occurred. A copy of the police report must be submitted in conjunction with the student's written statement. Failure to submit these two reports to the review committee will be considered negligence and make the student fully responsible for the entire cost of the stolen equipment.

Lost or stolen equipment will result in the student's EMF card being taken away and being made delinquent until the issue has been resolved and the student has paid all fines, in full.

An itemized estimate of the cost of repair, and/or replacement, and fines will be submitted to the review committee along with the student's written statement and police report (if applicable). A copy of this report will also be provided to the student. The student must pay the charges, in full, to the VML Supervisor or VML Assistant Supervisor via cash (correct change only), money order, or certified check made out to Towson University at which point the student's EMF card will be returned and VML privileges restored.

Reserving Equipment

In order to reserve and check out equipment students must have a validated EMF Card. Cards must be validated each semester by passing a test about VML policy and presenting proof of enrollment in an EMF production course.

Equipment reservations can be made up to six days in advance. Reservations are limited to availability and students may only check out one type of equipment per reservation³ and are limited to one reservation a day. During times of high demand, students will only be allowed to check out equipment once a week and should plan their projects accordingly.

Portable equipment reservations may not be made over the phone and are non-transferable. Equipment and facilities must be picked up and returned by the student who made the reservation.

Equipment may be reserved for a 23-hour time period Monday through Thursday and for a 72-hour time period on Friday. Students may pick up their reserved equipment at the equipment cage (MC 007) between 1pm and 8pm Monday through

³ Example: A student may check out a light kit, camera, and shotgun microphone with boom pole. But, checking out two cameras or two light kits, etc. is not allowed.

Friday and during operational hours on Saturday. Equipment is due back the following day no later than 12pm (noon). Students who reserve equipment on Friday do not have to return the equipment until Monday before noon.

At 8pm all equipment reservations that have not been picked up will be canceled. ⁴ The unclaimed equipment will then be available for students to check out (first come, first serve) from 8pm – 9:30pm.

Equipment Checkout

Towson University EMF staff has the right to test the student's knowledge of the equipment and has the right to refuse the release of equipment to students who cannot demonstrate their ability to operate the equipment properly.

During each checkout the student signs a checkout form agreeing to the following:

- The student will use the borrowed equipment only for academic purposes and only for the faculty-approved projects as part of his/her course assignment.
- The student received the equipment in good condition (unless otherwise noted on the form).
- The student accepts responsibility for the security of the equipment and accepts liability to loss, non-return, damaged or confiscated items left unattended.
- The student will keep the borrowed equipment secure and protected from excessive heat or cold, excessive moisture, dust and shocks (i.e. equipment should NOT be left in a car all day or overnight).
- The student will not make any changes alterations, modifications or repairs to the equipment.
- The student will pick up the borrowed equipment by presenting their EMF ID and will pick up equipment between 1pm and 8pm Monday through Friday or during operational hours on Saturday.
- The student will return the equipment on the agreed date and time, stipulated in the signed check out form. (In the case of non-compliance the student agrees to pay the appropriate fines as indicated in this policy).
- The student will advise the VML at (410) 704-2592 of any change in his/her contact information within 24 hours of such change being effective.
- The student will advise the equipment room immediately at (410) 704-2592 of any damage or loss and will submit the required written

⁴ Any student who allows his/her reservation to expire will be subject to the consequences stipulated in the "Expired Reservations" section of this policy located on page 9.

statement⁵ describing the situation in which the damage and/or loss occurred.

- If it is determined by the review committee that damage or loss of equipment was caused by student negligence, the student will pay EMF the full replacement cost or cost of repairs of the checked out equipment including the cost of standard shipping rates. The student loses the right to use any EMF equipment until the outstanding case is resolved.
- In the case of theft, the student will be exempt from paying for the equipment, as long as a police report is submitted together with the written statement describing the event.⁶
- In the case of a natural disaster, the student shall provide corroborating documentation. The Review Committee will resolve any disagreements.

Students who encounter problems after checking out the equipment must report all malfunctions, broken equipment and/or technical difficulties at the time they return the equipment to the VML and must show the VML staff the problem using the same equipment they used in the field. The student should immediately submit a written statement describing the conditions in which issue(s) occurred to the VML Supervisor or VML Assistant Supervisor. If proved that that student used the equipment properly, the student will not be held responsible for the normal wear and tear of the equipment as long as the issue is brought to the VML's attention.

Facilities

All facilities (editors, studios, etc.) must be "picked up" within ten minutes of the reservation start time otherwise the reservation will be canceled and the facility will be available for other student use. Students must give the lab aide on duty their EMF ID in order to use the facility. Students may pick up their EMF ID from the VML cage (MC007) at the conclusion of their session. Only EMF IDs will be accepted for facility use. Students may not use any other form of identification. No exceptions.

All reservations must conclude five minutes before the building closes.

Students must check in to their reservation by going to the VML (MC 007) and producing the EMF Card for the VML Staff. Students who fail to check in for their

⁵ Students who return equipment that is malfunctioning or damaged must submit a written statement describing the conditions in which the problem occurred. If proved that that student used the equipment properly, the student will not be held responsible for the normal wear and tear of the equipment as long as the issue is brought to the VML's attention.

⁶ Failure to submit these two reports to the review committee will be considered negligence and make the student fully responsible for the entire cost of the lost or stolen equipment.

reservations at the VML and who, instead, proceed to use the facilities will lose their EMF IDs and VML privileges for a minimum of two business days.

Any student who allows his/her reservation to expire, due to no show, will be subject to the consequences stipulated in the “Expired Reservations” section of this policy located on page 9.

Like portable equipment, facility reservations and checkouts are non-transferable. Students who check out facilities must be present at all times. Students may not checkout a facility and then pass the use of it off to someone else.

Students are responsible for the equipment and presentation of a space while it is under their reservation and are financially responsible for any damaged, tampered, altered, lost or stolen equipment. Facilities should be returned to their organized arrangements with no trash, papers, or tapes left behind. If a student leaves the facility in an unacceptable condition or is not using the facility/equipment properly, the student’s EMF ID will be confiscated and the student will be made delinquent for two full business days and all future reservations will be canceled.

Facility reservations can be made up to two weeks in advance. Reservations are limited to availability and must be made in person. Students are limited to four-hour sessions and may only use facilities eight hours per week per production course.⁷ During times of high demand this rule will be strictly enforced.

Firewire and other cables/equipment (such as headphones) are not guaranteed in VML facilities.

Facilities Available for Student Use

The EMF department functions mainly out of the Media Center on Towson University’s campus. The department’s facilities include classrooms, editing suites, and recording studios, not all of which are available for student use.

The television studio is subject to availability. Any student who reserves the space must clean it up at the conclusion of his/her session and be out of the studio within a half hour of the start of a class. Students enrolled in the following EMF courses may use the television studio, when available, during VML operational hours: 351, 371, 373, 375, 380, 437, 455, 461, 462, 473, 481, 485, 486 and certified WMJF members.

EMF’s recording studio, located in MC006, is also a classroom and subject to availability. Students may not reserve the space on evenings when classes are held. The space must be cleaned at the conclusion of the student’s session and students

⁷ If a student is enrolled in one production course they are allowed to use the labs for a total of 8 hours per week. If the student is enrolled in two production courses they are allowed to use the labs for a total of 16 hours per week.

must be out within five minutes of closing time. Only students enrolled in EMF 365 with professor approval may use this facility.

There are ten VML Editing Suites equipped with dual monitors and a miniDV deck located in the VML (MC 008) available for student use during VML operational hours. These stations do NOT have ProTools or Internet access. Only students enrolled in the following EMF courses may use these facilities: 221, 222, 275, 340, 367, 370, 373, 375, 380, 403, 437, 455, 461, 462, 470, 473, 476, 485, 486, 487, and 495, 498 and 499.⁸

There are four VML editing stations in MC 008 that are NOT equipped with a deck, but do have Final Cut Pro and ProTools. In addition to these stations there is a Voice Over Suite that are available for all EMF students enrolled in a production course. These stations do NOT have Internet access and may only be used during VML operational hours.

There are four Audio Suites capable of recording and editing located in MC 210 and MC 008 available for student use during VML operational hours. These stations do NOT have Final Cut Pro or Internet access. Only students enrolled in the following EMF course may use these facilities: 265, 360, 365, 366, 375, and 421.

MC 201a is a classroom computer lab, equipped with both Final Cut and ProTools, that is only available as overflow during times when the room is not in use by a scheduled course. Any EMF student enrolled in a production course may use these computers if a station is not available for them to use in the VML/Audio Suites.

There are two Digi Suites capable of HD operation located in downstairs hallway. These stations are available during VML operational hours to students enrolled in the following EMF courses: 437, 473.

Hard Drives

All students using an editing/recording facility must use an approved firewire drive to store all their files on at all times. Saving/writing files to the department's computers is not acceptable. If a student's drive will not allow him/her to save directly to it, he/she, most likely, has a non-approved drive that does not have the proper rpm.

Students must supply their own drive and firewire cables. Acceptable drives have a 400 or 800 connection, spin at a minimum of 7200rpm and are compatible/formatted for Mac Operating Systems. Drives with bus power are not recommended.

⁸ Students enrolled in EMF 495, EMF 498 or EMF 499 must have faculty and VML Supervisor consent in order to use the facility.

Thumbnail drives, flashdrives, or drives using USB or USB2.0 are NOT acceptable.

Hard Drives with Fingerprint Access Control are NOT supported. These drives require additional software to be installed on the computer. Students who purchase these drives will not be able or allowed to use them on any EMF computer.

Students caught using an un-approved hard drive or saving/writing directly to the computer must leave the facility. Their EMF card will be confiscated and they will be made delinquent for two full business days. In addition, students will not be allowed to use the facilities until they show they have supplied the proper hard drive.

For additional help selecting a hard drive, please see the bulletin board located in the VML lounge in MC 008 or online at www.towson.edu/emf.

Expired Reservations

If a student allows his/her reservation to expire due to no show, his/her account will be made inactive for two full business days. All future reservations will be canceled at that time. If a student cannot use his/her reservation, he/she MUST cancel it via phone or in person. This policy is applicable to both equipment and facility reservations.

Items For Purchase

There are several items students may purchase directly from the VML for their convenience. These items include recordable CDs, DVDs, miniDV tapes, gaffer tape and, upon request, 16mm film. Prices vary and are posted in the VML cage. Students who wish to buy such items must provide correct change for purchases. Checks made out to Towson University will only be accepted if the purchase is more than \$20.

Paying a Fine

If a student acquires a fine from late fees or missing or broken equipment, he/she may pay the fine via correct cash, money order, or certified check made out to Towson University. Fines less than or equal to \$49 may be paid at a VML (MC007) to any Lab Aide on duty who will produce a receipt for the student upon request. All fines greater than or equal to \$50 must be received by the VML Supervisor or Assistant VML Supervisor. The VML Supervisor or VML Assistant Supervisor will give an itemized receipt to the student as well as keep a copy of the receipt for records.

Disputing a Fine

If a student wishes to petition the department to dispute his/her charges, he/she must request an appointment with the Review Committee⁹ through written correspondence with the VML Supervisor or VML Assistant Supervisor who will make arrangements to convene the committee at their earliest possible convenience. All delinquency charges and fines will be considered applicable and valid until the Committee has reached a decision.

The Review Committee will consider the student's written statement, the police report (if applicable) and/or any other documentation submitted by the student and listen to the student's oral explanation of events. Oral testimony of witnesses may be offered to corroborate events. Failure on the student's behalf to check equipment before signing it out is not a valid excuse and the student will be held financially responsible for all missing/broken equipment.

The Review Committee will make the final decision about the student's liability within a few days of meeting.

Chronic Violations

Repeat offenders of any policy are subject to additional disciplinary action. If a student violates policy more than five times in a semester (including being more than one hour late when returning equipment), the student will be considered a chronic violator and will have his/her EMF card confiscated, be made delinquent for six full business days, and will have all his/her future reservations canceled.

The eighth time a student violates policy he/she will be subject to losing their VML privileges for an extended period of time (with a minimum of twelve business days), which may include the remainder of the semester. The student's EMF card will be confiscated and all his/her future reservations will be canceled. The Review Committee will determine the exact duration of the delinquency after examining the student's violation history and professional conduct.

Notifications

Announcements and notifications of changes in policy or business hours will be made on the doors, bulletin boards in the Media Center, and online at www.towson.edu/emf. Students should make an effort to read these signs and online notices to keep themselves updated especially when nearing a semester/holiday break as checkout procedures and hours of operation are likely to change.

⁹ The Review Committee consists of the VML Supervisor, the VML Assistant Supervisor and the Chair of the EMF Department at a minimum. Equipment specialists and/or other faculty and staff members may be asked to sit on the committee for certain cases.