

Academic Computing & Media Services Department

Bryant University - Remote Media Production Equipment Policies

POLICIES AND PROCEDURES / CONTRACT

The Circulation Desk at the Koffler Communications Complex provides students in Production related Communication Department Courses and other authorized users/groups with equipment and facilities with which to fulfill class assignments and/or other appropriate production projects. Normal operating hours are typically **1 PM to 9 PM, Monday through Thursday and Friday 1 PM to 5 PM** however exact scheduling and changes will be posted on the door to the editing rooms. Equipment will not be available outside of these hours unless special arrangements with an authorized member of the Academic Computing & Media Services department have been made at least 24 hours in advance. Our staff is available for any equipment problems you may have. Please notify us immediately of any equipment difficulties so further operational training can be provided and/or replacement(s) can be provided if necessary.

At the start of each semester, students wishing to use the equipment and facilities must fill out and sign the Equipment and Facilities Use Contract accompanying this document and obtain required signatures of authorized administrators. By signing the form, you are agreeing to abide by the policies and procedures set forth by the Academic Computing & Media Services Department at Bryant University. **Therefore, it is your responsibility to read, understand, remember, and comply with these policies.**

GENERAL LENDING PROCEDURES

Only Bryant University Communications Department students, enrolled in approved production courses, with authorization from the course instructor, and showing a valid Bryant photo ID, may borrow remote media production equipment, or use the production facilities. Other use is permitted for approved individuals or authorized groups, but on a case by case basis, as academic needs take priority over other requests. Students may borrow equipment for their own use ONLY. Students who are found to have borrowed equipment in order to supply it to unauthorized persons will lose equipment privileges for the academic year.

You are required to:

- Appear in person with valid Bryant University ID each time you borrow equipment. You are responsible for all items issued, until the return is certified by an authorized staff member.
- Immediately inspect equipment in the check-out area. Verify that equipment is working properly and that kits are complete and the contents are exactly as listed in the sign out sheet. You are financially responsible for all equipment that you sign for. Any missing or damaged equipment, components or accessories will be billed to you.
- Notice how equipment is packed and return it the same way. Staff members may not accept equipment or cables that are haphazardly or incorrectly packed or wrapped.
- Immediately report any discrepancies, missing or extra parts, accessories or components before leaving the checkout area.
- Return all equipment properly and on time.

If there is a problem with the equipment during use, you are required to:

- Tag the equipment with a note citing the nature of the trouble. Be as detailed and complete as possible. Inform staff as soon as gear is returned. Unreported damage will result in a bill for repair to the student who rented the equipment.

***Please note: abuse or intentional misuse of equipment will cause a permanent revocation of borrowing privileges**

SIGN OUT PERIODS

Students may borrow equipment for a period of 1 day. **Equipment signed out on Thursday is due back by 3:30 PM on Friday. Equipment signed out Friday is due back on Monday.** School holidays do not count towards rental days in those cases equipment should be returned on the next business day. The late return of items may result in financial penalties and/or temporary or permanent revocation of loaner privileges. Students with outstanding equipment due at the end of the semester will have an additional hold placed at the Registrar's office, which will prevent them from receiving grades and registering for classes. In addition, failure to respond to inquires by Bryant Staff via e-mail or phone as to the reason for the late return of equipment will constitute theft and the student may face disciplinary actions; campus and/or local police may be notified to make sure the equipment is returned. Any fees generated must be settled through the Bursars office, Academic Computing & Media Services staff cannot accept payments in any form.

- Please note that equipment is provided for the use of students enrolled in certain Communication Department courses. Equipment will not be available to students during summer and winter recess, Thanksgiving break, and spring break, or for personal or commercial use without the express written authorization of a member of the Communication Faculty or the Director of the Koffler TV Studio. Students who are found to be in violation of this policy may lose their borrowing privileges.
- Equipment cannot be reserved. We provide gear on a first-come, first-served basis.
- Certain equipment is only available to students registered in specific media production courses. An Academic Computing & Media Services staff member should be consulted if there is any question regarding what gear is available for a given course.
- Students with 3 overdue invoices may lose their borrowing privileges for the semester.

LOST, STOLEN, OR DAMAGED EQUIPMENT

Students who wish to borrow equipment must agree to be held legally and financially responsible for the safe and timely return of all items. Students who have signed out equipment that is lost, stolen, or damaged incur the following:

- Financial obligation for the cost of the repair or replacement. A bill will be issued and must be paid immediately.
- Students who fail to pay bills for repair or replacement may face immediate revocation of borrowing privileges and permanent withholding of grades until the University is reimbursed by the student

Commercial use guidelines

Commercial use of the Bryant University Koffler Communication Complex mobile video production equipment is prohibited in general exceptions include commercial production contests and exposure opportunities that have been approved by an authorized administrator. Commercial use of editing software is strictly forbidden per the Bryant University software agreement in place with AVID Corporation. Students found to be in violation of this policy may face fines, academic penalty and/or loss of equipment use and sign-out privileges.

Copyrights

Bryant University strictly adheres to and respects all copyright laws. Students are asked to make themselves aware of current laws and if there is a question or concern they are asked to check with a knowledgeable advisor for clarification. Honest mistakes do occasionally happen and we recognize copyright law can be unclear and somewhat contradictory at times so students will not normally face punishment for small accidental infractions. However blatant violation of copyright law is unacceptable and will be dealt with in a swift manner. A student may be asked at any time to remove materials from a project being produced on University equipment if it is deemed to have materials in it which the student does not have rights to use. If the student refuses to make such changes within a reasonable period of time any University administrator may remove said material and the student may face fines, academic penalty and/or loss of equipment use and sign-out privileges.

SAVE THIS DOCUMENT FOR FUTURE REFERENCE

Terms are subject to change without notice please refer to the TV Studio page located in the Media Services section of the Bryant University Academic Computing and Media Services Website.

<http://www.bryant.edu/av>