

UMKC COMMUNICATION STUDIES

MEDIA PRODUCTION POLICIES & PROCEDURES

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| Fall 2018 Media Lab Hours | |
| The lab is almost always open longer hours than shown below, but officially the lab is open: | |
| Monday | 12PM-4:30PM |
| Tuesday | 12PM-4:30PM |
| Wednesday | 12PM-4:30PM |
| Thursday | 12PM-4:30PM |
| Friday | 12PM-4:30PM |
| Or By Appointment | |

A. RESERVATIONS

- You must be currently enrolled in a Communication Studies Production course to use department equipment/facilities and have a signed MASTER CARD on-file.
- Equipment reservations may be made in-person with the Lab Assistant or by leaving an Equipment Reservation Form in the box outside Haag 102.
- Reserve equipment as soon as possible. 24 hour advanced notice is best to assure it's available and prepped. Walk-up reservations cannot be guaranteed.
- Editing Lab reservations are made by signing-up online at www.tinyurl.com/haag103.

B. EQUIPMENT CHECK-OUT & RETURN

- You must personally check-out and return equipment reserved in your name. DO NOT send someone in your place!
- DO NOT BE LATE. If you are running late or need to cancel a reservation CALL the Lab Assistant ASAP: 235-6375.
- Faculty do not check-out gear to students – this is done with the Lab Assistant.
- It is HIGHLY RECOMMENDED that you allow yourself 15-30 minutes to inspect equipment before leaving campus. This is your responsibility.
- Equipment check-out and return periods are as follows:

| CHECK-OUT | RETURN |
|-----------|--|
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday |
| Thursday | Friday (or Monday if equipment is available) |
| Friday | Monday |

LATE PICK-UPS & RETURNS

If you need to request an adjustment to your return time, call the media lab at 235-6375.

Penalties apply as noted below:

| | |
|-------------|--------------------------------|
| First time | 5% grade reduction. |
| Second time | Additional 5% grade reduction. |
| Third time | Additional 5% grade reduction. |

Chronic late return will result in a loss of check-out privileges.

The department reserves the right to refuse equipment to any student at any time.

Incomplete returns will be treated as a late return.

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**ALL EQUIPMENT MUST BE TURNED IN BY THE LAST DAY OF FINALS OR YOUR GRADE
MAY BE HELD UP.**

C. DAMAGED OR LOST EQUIPMENT

1. You are responsible for knowing the proper use and care of the equipment you reserve. It is not the Lab Assistant's responsibility to offer instruction. (INSTRUCTION MANUALS are available for most gear – request one if it is not included with your equipment.)
2. Equipment damaged due to improper handling or is lost or stolen while in your possession will be repaired or replaced at your expense.
3. If equipment you use does not work properly (or if your film/video has problems) REPORT this to your instructor and Lab Assistant so that it may be repaired. NOTE: the department is not responsible for film/video that is damaged due to camera malfunction.
4. REMEMBER, you are solely responsible for equipment while checked-out in your name whether it is in your possession or with someone else when lost or damaged!
5. Failure to return equipment by the last day of final exams of the semester the equipment was checked out will result in cost of equipment being billed to UMKC student account.

F. EDITING LAB ACCESS:

1. Access to the Comm Studies Computer lab is 24/7 as follows:
 - a. **Monday-Friday, 9:00 a.m. - 5:00 p.m.** Editing Lab access is handled Kevin Mullin or by the Lab Assistants in Haag 102 or Jennifer Underwood in Haag 202.
 - b. **After-hours and weekends:** call campus security at 235-1515. Your name must be on the list of authorized students. You may be asked for your Student ID.
2. SAFETY & THEFT: do not prop open or unlock doors when the room is unoccupied. Consider bringing a friend or editing in teams to cover each other.
3. If you are more than 30 minutes late for your shift it may be taken by whomever is waiting.
4. The computer hard-drives have limited storage capacity. Store a minimum of media on the drives and regularly back-up your media on in-case the drive is damaged. Keeping your media on your own portable hard drive is another option to keeping control of your media. UMKC is not responsible for media stored on the drives.
5. Haag 102, 103, 104, 110, 111 are alarmed. Please SET THE ALARM by waiting for the 'System Ready' message (door must be closed and you must not be moving) -press 'EXIT,' turn-off the light and leave the room. You have approx 20 seconds.

F. STUDIO ACCESS:

The Studio may be used for student productions. You must have written permission from your instructor prior to making a reservation with the Lab Assistant.

G. PROJECT POLICY:

UMKC Communication Studies video and film equipment is available for course-related projects. Other uses will be considered on a case-by-case basis, however, there will be no use of gear for for-profit ventures. If you are interested in using the equipment for other projects, Department Chair approval is required. Contact Media Lab or Media Production Faculty for the request process. Students who violate this policy can be excluded from using department equipment in the future.