

## **Columbia College Audio-Visual Equipment Loan and Use Policies**

### **1. Lab descriptions**

We have a total of five (5) Mac-based multimedia workstations available for student use at Columbia College. Priority use of these workstations is given to students completing projects in designated Mass Communication courses (the courses designated vary from semester to semester). If you're unsure, check with your course instructor.

Four of the workstations are located in Room 360, on the 3<sup>rd</sup> floor. Each workstation consists of:

- iMac 5K retina computer (3 GB RAM, 1 TB hard drive, Adobe CS, Final Cut Pro X, Logic Audio, accessible with your student ID/password)
- Scarlett 2 channel digital audio interface
- front-mounted control panel with memory card and USB interfaces
- keyboard and trackpad combination

There is a cabinet in the room with additional studio gear inside it. Students booked to use one of the workstations in 360 are permitted to use this equipment for the duration of their workstation booking. This equipment cannot be taken or used outside room 360 under any circumstances! The equipment includes:

- 2 iLoud USB studio monitor (speaker) systems
- 4 condenser microphones and cables
- 4 tabletop microphone stands
- 10 pairs of headphones
- 4 headphone splitter amps (so up to 4 students can listen to the same audio mix at once) patch cords

Use of the above equipment in the Room 360 cabinet entails that you return any equipment that you use to the cabinet (re-packaged neatly, with cords and twist ties attached as applicable) after you are done with it. Room bookings are logged, and equipment is inspected regularly for damage or missing parts. Students using the Lab assume full responsibility for damage and/or loss of equipment that belongs to the lab during the times they have booked the Lab.

One additional workstation may be assembled in one of the Library study rooms, bookable through Columbia College Library. Students with Lab privileges as outlined above are allowed to sign out the following equipment for use in the Library study rooms:

- 1 Macbook Pro computer
- 1 condenser microphone and cable
- 1 tabletop microphone stand
- 2 pairs of headphones
- 1 headphone splitter amp (so up to 4 students can listen to the same audio mix at once) patch cords

All iMac workstation and Macbook Pro hard drives belonging to the College have their hard drives wiped on a regular basis. Therefore, students who, during the course of completing course assignments, have saved their files on the local drives of these computers must make their own backup on their own

storage media (SD memory cards, thumb drives or larger external storage drives, depending on the size of files being backed up).

To book the Lab for your course projects, please first contact your instructor. You must sign a liability agreement before you are granted access to any A/V Lab facilities on campus.

## **2. Sign-out equipment**

The following list of video and audio recording equipment is available for sign-out through Columbia College Library.

- 5 Canon EOS 80D DSLR cameras (for still photography and HD video) Students must supply their own memory card for these. Talk to your instructor about what kinds of memory cards are best to use.
- 5 handheld audio recorders
- 4 NEEWER® 160 LED CN-160 Video Lights ([https://www.amazon.ca/NEEWER%C2%AE-Dimmable-Digital-Camcorder-Panasonic/dp/B004TJ6JH6/ref=sr\\_1\\_3](https://www.amazon.ca/NEEWER%C2%AE-Dimmable-Digital-Camcorder-Panasonic/dp/B004TJ6JH6/ref=sr_1_3))
- 4 Neewer 43 inch reflector sets ([https://www.amazon.ca/Neewer-43-inch-Collapsible-Multi-Disc-Reflector/dp/B002ZIMEMW/ref=sr\\_1\\_1](https://www.amazon.ca/Neewer-43-inch-Collapsible-Multi-Disc-Reflector/dp/B002ZIMEMW/ref=sr_1_1))
- 1 slider ([https://www.amazon.ca/Kamerar-Stabilizer-Stabilization-Camcorders-Photography/dp/B00V55EUVO/ref=sr\\_1\\_1](https://www.amazon.ca/Kamerar-Stabilizer-Stabilization-Camcorders-Photography/dp/B00V55EUVO/ref=sr_1_1))
- 5 tripods ([https://www.amazon.ca/Weifeng-Professional-WF-6663A-Binoculars-Camcorder/dp/B00EKPGR5I/ref=sr\\_1\\_1](https://www.amazon.ca/Weifeng-Professional-WF-6663A-Binoculars-Camcorder/dp/B00EKPGR5I/ref=sr_1_1))
- 1 dolly ([https://www.amazon.ca/TARION-TR-SD60-Stabilizer-Stabilization-Camcorder/dp/B00RBD77SM/ref=sr\\_1\\_1](https://www.amazon.ca/TARION-TR-SD60-Stabilizer-Stabilization-Camcorder/dp/B00RBD77SM/ref=sr_1_1))
- 5 gorilla pods ([https://www.amazon.ca/gp/offer-listing/B000KFRSG4/ref=dp\\_olp\\_new](https://www.amazon.ca/gp/offer-listing/B000KFRSG4/ref=dp_olp_new))
- 1 Green screen kit ([https://www.amazon.ca/Chromakey-Lighting-Backdrop-Support-Included/dp/B003UOOTCS/ref=sr\\_1\\_1](https://www.amazon.ca/Chromakey-Lighting-Backdrop-Support-Included/dp/B003UOOTCS/ref=sr_1_1))

## **Policies and borrower responsibilities**

Columbia College Library loans equipment to support teaching and learning by faculty and students at the College. The purpose of this policy is to provide equitable access to the equipment for curriculum use, to maximize availability of the equipment, and to minimize damage to the equipment as well as inconvenience to users.

## **Access requirements**

- Equipment is loaned to University Transfer students currently enrolled in a designated Mass Communication course at Columbia College
- Equipment may be borrowed for use in class or in production of assignments required by the curriculum; not for personal use or for projects that are not directly related to an assignment
- Students may borrow equipment during a semester in which they are attending classes and not during semester breaks
- Columbia College faculty and staff may borrow equipment for professional development, teaching, or research, provided it does not interfere with student access. Priority access is to be given to faculty and staff involved in the delivery of designated courses where students have been given permission to use the Lab and/or sign-out equipment.
- Loans are subject to availability
- Loans of specified equipment may be limited at times to only certain classes

### **Booking - Library**

- Equipment can be booked for the current and next week online at the College Library desk.
- Limited bookings per type of equipment per user; generally no more than once per week
- Group assignments in designated courses may have additional restrictions (e.g., one camera per group per week)
- Instructors should book 48 hrs in advance by email if they intend to use equipment in class or require many of their students to borrow the equipment
- Booked equipment is available for pick up at 1:00 p.m. and will be held until 3:00 p.m.
- If you wish to arrange for a later pick up time (after 3 p.m.), you must notify staff before your booking expires and approval will be granted at staff's discretion.
- Students must present their Columbia College ID card when picking up equipment; no person may pick up equipment using someone else's ID card.
- Students may present a printout from the Registrar confirming their enrollment in a designated class, plus valid, government issued photo ID instead of showing their ID card (as per ID policies for Final Examinations)

### **Borrower's responsibilities**

- To ensure that all the equipment is complete and working before leaving the Library
- To use the equipment at their own risk; the Library takes no responsibility for student work or materials damaged due to faulty equipment
- To ensure that they have sufficient training and knowledge to correctly operate the equipment borrowed
- To use the equipment carefully and to minimize wear and tear
- To notify a Library staff member immediately if the equipment is not working properly
- To ensure that all equipment is returned on time and to pay any assessed late fees, if required. Check your receipt or online library record for due dates and times.

### **Restrictions**

- Equipment required for courses
  - Most equipment is limited to use by only students in certain courses
  - Check the inventory page for limitations
  - Note: library staff have the most up-to-date information on limitations, which might not be reflected on either the inventory or booking sheets
- Equipment requiring training
  - Undergraduate students are required to complete appropriate online quizzes
  - For example, borrowers of cameras, and audio equipment must have participated in either in a class or workshop on the specific make and model of equipment, and have achieved 100% on the appropriate online quiz
  - Faculty may also borrow, provided it does not interfere with undergraduate student access

### **Recall**

- Any item on extended loan can be recalled if requested by another user
- Late returns on recalled material are subject to late fees

### **Returns**

- All equipment must be returned to the library during opening hours
- Equipment must be returned directly to library staff; you are responsible for it until it is checked in.

- When you return the equipment, make sure that you are returning every item in the kit. Check to make sure that you have not left a memory card inside a camera, or tripod quick-release plates on the bottom of the camera.
- You do not need to recharge the battery. We will do that as part of the testing procedure.
- Let the library staff know immediately if there are any damaged parts, or if the item has malfunctioned in any way.

### **Loan Periods and Fines**

- Standard borrowing period of 24 hours for all equipment.
- Check your borrowing receipt or library record for due date if you're not sure
- Renewals are done at the discretion of staff and must be requested before item is due
- Renewals must be done in person with the equipment present at the Library
- Fines will incur for renewal of overdue items
- Extended loans
  - If equipment is needed for an assignment for more than one day and their instructor notifies the library by email
  - If the item is not in demand
  - Subject to recall

### **Late fines**

Overnight loans are due at noon. No equipment may be booked overnight on a Saturday (Saturday bookings must be returned before the Library closes that day). The fine for overdue equipment is \$3 per hour.

- \$3 per hour to a maximum of \$200 (for 1 day loan equipment).
- IF you don't return it on the day it's due, the additional fine is:
- \$25 per day to a maximum of \$200 (for 1 day loan equipment)

### **Damaged, lost or stolen equipment**

The equipment is very fragile and must be handled carefully. You will be charged full repair or replacement costs (plus a processing fee) for damaged, lost or stolen equipment. Ensure that:

- lenses are free of dust and dirt (use the cleaning cloth from the Library ONLY)
- lens caps are reattached to cameras
- batteries are inside the cameras (don't worry about charging them at the end of your borrowing period)
- all tripod screw and attachments are in place
- all audio gear (lav microphones, etc.) that are signed out in library plastic bags are returned with all parts intact