Cinema & Television Arts TV Equipment Center, Room 1405, 600 S. Michigan Ave.
312-369-7409
Manager: Tony Ward.

Hours of Operation:

Monday - Thursday	9:00 am - 9:30 pm
Friday	9:00 am - 4:30 pm
Saturday/Sunday	**CLOSED**

Last Pick-up / Return Times for Equipment:

Monday - Thursday	9:00 pm
Friday	4:00 pm

No Exceptions.

Welcome to the Television Equipment Center Equipment Checkout Procedures. The rules and policies are important so that we may serve you and facilitate the success of your projects. We make these available to you so that you are clear about our expectations, as you will be held accountable for them. "I didn't know" is not a valid response, as we expect you to do your part in being informed.

Only students on the reservation list for a particular piece of equipment will be allowed to reserve that equipment. All equipment usage is limited to current class projects and currently enrolled students. No outside projects are allowed. Holiday usage of facilities and equipment will be determined by the department and posted.

RESERVATIONS:
Equipment is reserved and signed out by one student. The person who signs the contract is the one held responsible for the items listed on the contract. Only equipment allotted for the class that student is enrolled in is available for checkout. You must present a valid current semester Columbia College ID to check out the equipment. ***No equipment will be issued without a current semester ID***.

Students may reserve equipment and editing at any time during the current week, and may begin reserving for the next week on or after the prior Wednesday. Reservations will start at **9:00 am** in person at the Cage. Phone reservations will begin at **10:00 am**.

CHECKOUT PROCEDURE:
All equipment must be picked up or dropped off at least 1/2 hour before closing.

Monday - Thursday	**9:00 pm**
Friday	**4:00 pm**

THERE ARE NO EXCEPTIONS. Please plan for traffic, CTA delays, and other obstacles because there are NO EXCEPTIONS.

Equipment pickup for News classes is at the **Front Desk of the Columbia College Chicago Library (624 S Michigan Ave, 1st Floor)**

Hours:

Monday - Thursday: 7:30am - 10pm (9:30pm cut-off time)
Friday - 7:30am - 8pm (7:30pm cut-off time)
Saturday - 9:00am - 5:00pm (4:30pm cut-off time)
Sunday - 10:00am - 6:00pm (5:30pm cut-off time)

Once a work-aide has tested all equipment, students will be **REQUIRED** to inspect, test all equipment, and complete a checklist before checkout will be completed. Students **MUST** comply in order to receive equipment. **NO EXCEPTIONS.**
Plan AT LEAST 1/2 HOUR for checkout to be completed. We will not rush and neither will you. Remember, you are held responsible for what you sign off on.

For two-day reservations, if you do not call or pick up your equipment on the **FIRST** day, it becomes a walk-on at the end of the day and you will lose the reservation.

If there is a problem with the equipment or you have any questions, please call the TV Cage & we can try and fix it over the phone. Do not attempt to fix it yourself.

EQUIPMENT RETURN PROCEDURE:
When returning equipment, students must be present for check in. Once again, allow up to a 1/2 hour for check in. If you need to remove footage from any removable media for the camera or digital audio recorder you're returning, that has to be done **BEFORE** you return your equipment. Equipment cannot be left at the Cage while you go & dump your footage.

Everything must be returned at the same time. **Partial return of equipment WILL NOT be accepted.** If something has gone missing, **you will be charged for its replacement.** If something is damaged that wasn't already noted during checkout, **you will be charged for the repair.** Equipment that is left at the Equipment Center **WITHOUT** doing a proper check-in will be considered **LATE** & may result in possible loss of privileges. You must return the equipment & have it checked back in first in order to see if you can check out the equipment again. There are **NO** extensions over the phone.

Penalties:
Returning equipment late will result in loss of equipment usage and fines. There is a three strikes system in place.

- **First time** late results in a written warning and possible docking of department privileges by the Equipment Center Managers.

- **Second time** late results in being docked from all department equipment and facilities for one week, and only being allowed to use all facilities in an in-class environment.
- **Third time** late results in a loss of privileges for the remainder of the semester. After a one week dock, you may not reserve any department equipment or facilities. They may be used on a walk-on basis only.
- **There is a $25 fine for each day equipment is late. Starting on WEEK 12, the late fee will be increased to $75 per day (this is to ensure that we have all the equipment that students reserved at the time of pickup).**

EDITING, AUDIO, AND COMPUTER FACILITY PROCEDURES:
You are required to provide your own external hard drive. The type of drive you use should have the following:

- **At least one USB 3.0 port or Thunderbolt port**
- **Have a read/write speed of 7200 RPM**
- **Bus - Powered (no power supply needed)**
- **At least 500GB of storage space**
- **Drive should be formatted to either exFAT or Mac OS** Extended (**Journaled**)

The department uses Adobe Premiere Pro CC for editing. The department also has Apple Final Cut Pro X & Avid Media Composer.

Students who are in a TV production class that requires the use of a computer (you will be told in class what you can use) may sign up for time in our computer labs either in person at the TV Equipment Center or calling over the phone".

Students must check in with the Equipment Center before your editing or dubbing time, and you must surrender your **School ID** while you edit.

Students who arrive 15 minutes late for their assigned time will lose that time.
If you are going to be late, call and let us know. Other students can walk-on and use the time if you do not call.

We will not accept Ventra Cards, State IDs, Credit Cards, Gym Cards, Key Cards, or any other type of card ID. If you don't have your Columbia College ID, you will not be allowed to edit.

If you fail to check in, we will assume that you are not here and your time may be given away. Any student who uses equipment without signing in with the equipment center will be ejected from the facility. All students must check out (and retrieve your School ID) when finished editing.

NO EATING, DRINKING, or SMOKING is permitted in any of the editing suites, computer labs, or classrooms at any time. If a student is caught doing so, they will be asked to leave their current session. Repeat offenders will be docked.

DO NOT prop any doors open, this includes editing suites, computer labs, and classrooms. This will assist in the protection of your fellow students, their personal belongings, and equipment. A work-aide will be happy to let you into the room in the event you have to leave temporarily. If you prop any door open, you will lose your time. Repeat offenders will be docked. The Television Department is not liable for your media, books, purses, backpacks or other personal items left in the labs, suites, or classrooms.

WALK-ON

Once a student signs up for the limit of camera, edit, dub, or lab time in a week, additional time is available on a "Walk On" basis. Walk On time is limited to increments equal to your usual class allotment but can be used as often as it is available. Students must check with the Equipment Center and use whatever unit is available at that time. This equipment, edit, dub, or lab time is not counted against your reserved time.

MEDIA STORAGE DISCLAIMER

It is necessary for all students to keep copies of their work, and to back up all work from departmental storage and servers, in the computer labs and studio. You are responsible for the saving, archiving, and preservation of all your work created while you are a student. There are no permanent archival or digital storage facilities in the department. Please back up all projects created on departmental computers or studio servers to your own personal hard drives or computers in a timely faction. The Television Program does not guarantee the preservation of any student projects or materials.

One-on-One Tutoring is available. The equipment center offers a student-tutoring program on certain designated days, and times. There are reservation sheets for the scheduled sessions that range from help with field equipment to help with basic and advanced editing. This is a great way to get the extra help you may need at any time throughout the semester.

Some equipment, such as the Kessler Crane and Zacuto Stinger, may require special certification for access. Sign up can be done through the TV Cage. Certification training is on a limited basis and for students who have had certain classes. For more information, talk to the manager.

Equipment and Editing by Class:

Production & Editing Pool:
Panasonic AG-UX90 *(Production & Editing I, Production & Editing II, The Television Producer)*
PICK UP: Any time after 11:00am, up to at least 1/2 hour before closing.
RETURN: Before 11:00am on the day it's due
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14 (DECEMBER 3 - 7), NO EXCEPTIONS.

News Pool:
Panasonic AG-UX90 *(Production & Aesthetics for TV News, Creating The TV News Package, NEWSBEAT, METRO MINUTES)*
PICK UP: Any time after 11:00am, up to at least 1/2 hour before closing.
RETURN: Before 11:00am on the following day
CAMERAS MAY BE TAKEN OUT FOR 1 DAY AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEDNESDAY, DECEMBER 12, NO EXCEPTIONS.

Internet & Mobile TV Pool:
Canon EOS 60D *(Video for Internet & Mobile TV, Web Series Producer)*
PICK UP: Any time after 1:00pm, up to at least 1/2 hour before closing.
RETURN: Before 12:00pm on the day it's due.
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14 (DECEMBER 3 - 7), NO EXCEPTIONS.

Advanced Production & Editing:
Canon EOS 60D *Video for Artists & Performers)*
PICK UP: Any time after 1:00pm, up to at least 1/2 hour before closing.
RETURN: Before 12:00pm on the day it's due.
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14 (DECEMBER 3 - 7), NO EXCEPTIONS.

Sony HXR-NX5U
Canon EOS C100 *(Narrative Production & Editing, Experimental Production & Editing, Documentary Production & Editing)*
PICK UP: Any time after 3:00pm, up to at least 1/2 hour before closing.
RETURN: Before 2:00pm on the day it's due.
CAMERAS MAY BE TAKEN OUT FOR 2 DAYS AT A TIME.
CAMERAS MAY ONLY BE RESERVED ONCE A WEEK.
EDITING RESERVATIONS ARE LIMITED TO FOUR HOURS PER WEEK.
NO EQUIPMENT CHECKOUT AFTER WEEK 14 (DECEMBER 3 - 7**), NO EXCEPTIONS.**