Columbia College Post Production Policies & Procedures

Post Production Center Hours of Operation – Picture 6th Floor and Sound 7th Floor:

Monday	10a - 9p
Tuesday	10a - 9p
Wednesday	10a - 9p
Thursday	10a - 9p
Friday	10a - 5p
Saturday	11a - 5p

The facilities close promptly so save and lay off your projects _before_ closing time. If you are still exporting your project at closing time, we will tell you to stop and do it during your next edit session. It is your responsibility to manage your time appropriately.

Identification: All editing students are asked to leave their **Student ID Card** with the Post Center for the duration of their editing time in exchange for any equipment or media. _The Post Center will NOT take any other form of ID._ You will not be admitted without your Columbia ID. The ID will be returned when the student leaves the Post Center.

Post Center Reservations: For all editing time, whether in or out of class, the editing facilities must be reserved, either for you as an individual or for the class as a whole:

1) Reservations are non-transferable. All unused reservations may be re-appropriated.
2) Students may only use labs designated for their specific class. Enrollment in the college, Cinema and Television Art department, or even post production classes DOES NOT grant carte blanche access to all labs.
3) Adv. Classes can make reservations over the phone or via email (postcenter@colum.edu).
   - Digital Cinema Mastering, Practicum, Adv. Color, AES, and Grad
4) Classes differ in the number of reservations students can make every week. Some classes also have standing reservations. Ask the Post Center for more information.
5) NO SAME DAY RESERVATIONS

Unclaimed Reservations and Walk-ins: In addition to reserving editing, transfer, or mix time, students may sign up for unclaimed editing time.

1) Reservations are held for 30 minutes past their start time. After 30 minutes, any unclaimed reservations are given away (re-appropriated) to students signed up and waiting on a "first come, first serve" basis; this includes standing reservations.
2) _Any unreserved editing slots can be claimed at the start of the time slot._
3) At the beginning of every Edit slot, the Post Center will build a new re-appropriation list for each lab if full. All students waiting to claim a space must sign the list. Re-appropriation slots are on a first come, first served basis only.
4) _Re-appropriation slots are for the current time slot only._ All stations are cleared at the beginning of every time slot for the next round of reservations and re-appropriation.
5) The re-appropriation list will go into effect 30 minutes after the original start time of the editing slot. Students on a re-appropriation list must be present at that time. If their name is called and they are not present the next person on the list will be given the open slot.
6) Students may have as many re-appropriated slots a week as they like, but they may only sign up for and use one slot at a time, i.e. you can only edit on one station at a time.

Interdepartmental and Faculty Reservations: The facilities are intended expressly for use by Cinema and Television Art students for the furtherance of their assigned coursework. Requests for services by Cinema and Television staff and faculty must submit requests to Dennis Keeling (dkeeling@colum.edu) or Diego Trejo (dtrejo@colum.edu). Requests should include specifics needs, specifics about the project – running time, deadlines, and your availability.

Restrictions:

1) No food, drink, or cell phones in the labs, re-recording stages, or edit suites. Do not smoke anywhere in the building. By law you must smoke 15 feet away from the entrance of the building.
2) No shirt, no shoes, no service, please be appropriately attired.
3) No personal electric devices such as lamps or space heaters are allowed.
4) Personal equipment such as laptop computers, firewire drives, cameras, tablets, iPods, iPads, phones, thumb drives, etc. connected to post production computers by either faculty or students must read the External Equipment Policy below.
5) Do not change cabling anywhere on the floor. Do not install, copy or remove software.
6) To prevent virus infection, do not bring in foreign media or take Post Center media off the 6th or 7th floors. Do not take school hard drives or other equipment into restrooms.
7) Make sure to return all equipment, media or supplies to the Post Center at the end of your session.
8) The facilities do NOT buy or sell media of any kind. We do not offer any other media than what is given to you in class. If you need media immediately, you must purchase it off-site.
9) Please be quiet in the editing labs. You may discuss your work with people, but be considerate of those working around you.
10) To prevent spreading germs, please wash your hands before and after using any computer. If you use the bathroom, please wash your hands before returning to the lab to work.
11) Students are assigned enough storage to complete only class assignments. If you run low on space, you are expected to remove unnecessary files.

Columbia College Personal Equipment Policy:

Columbia College Chicago is not responsible for any damages or loss to student's data files or hardware as a result of use in the College's Cinema and Television Art Department facilities. Students assume all risks, including but not limited to, loss of student's data files, corruption of student's data files or hardware, and crashing of student's hard drive, associated with student's use of personal equipment and data files in the Cinema and Television Art Department facilities. The student shall hold Columbia College Chicago, its officers, directors, employees, agents and their successors harmless from any losses, claims, or damages incurred to student's personal equipment and data files used in the Cinema and Television Art Department facilities.

Post Sound Internal Use of Sound Equipment:

Equipment that can be utilized includes: Microphones and accessories, Headphones, Hard drives, and Flash drives. All devices will be inspected before and after they are checked out. Any defects will be noted and if you are found responsible appropriate actions will be taken in accordance with our Policy and Procedures. You may only check out devices that are assigned to your specific class(es). You must have had sufficient training in order to use certain pieces of equipment. Return microphones, headphones, flash drives, hard drives, and any other equipment checked out from the office when you are finished with your reservation.

Code of Acceptable behavior:

1) It is expected that students, staff, and faculty will all treat each other with patience and respect. All those using the facilities are expected to comply with the guidelines in the student handbook, these policies and procedures, any posted signage, or any instructions given by workers on duty.
2) Please remember that all workers are here to aid you in completing your assignments, to look out for your safety, to safeguard the facilities and to look after the interests of Columbia College. Most TA's are students like yourselves, learning the software and systems just as you are. They may know more or less than the student they are trying to help, but they are charged with finding any answers they do not immediately posses. Please do not ask friends working in the Post Center to bend the rules for you. We do not make exceptions for anyone. All students, graduate and undergraduate, will be treated with the same respect. All policies pertain to all students.
3) Failure to comply with any of the prescribed procedures may result in loss of materials, reservations, or time. Failure to comply with any of the restrictions or code of behavior may result in loss of editing privileges. Severe infractions will be handled according to the student handbook.

Statement of Responsibility for Outside Work: Many students have asked to work on class editing assignments outside of Columbia College facilities. Here is the official position on this question:

1) Some classes, or portions of classes are designed to teach you to use specific hardware and software with the direct supervision of your instructor. For those classes you are required to use Columbia College facilities only.
2) Assignments are due on time and in the format specified for the class by the instructor, regardless of where or how they were edited. Deadlines may be changed due to the status of Columbia equipment or facilities, but will not be changed due to failure of your personal editing equipment.
3) Working at home is a convenience and a privilege afforded to those students with the experience and skill to setup, maintain, and fully utilize their home editing systems. Students new to computerized editing or without the skills to take responsibility for any technical problems that arise should not be editing outside of Columbia College facilities.
4) Columbia College post production staff will never, officially recommend editing equipment or software, will not be held liable for any opinions they may express and will not provide in person, or telephone technical support for any student, home editing, transfer, or mix systems.

Work Orders: The Post Production Center will produce work orders for currently enrolled students, faculty and staff, for no charge. Self service VHS dubbing can be done in room 609.

1) Fill out and sign a work order. These are available at the Post Production Center.
2) Hand in the work order along with your source and destination to the Post Center.
3) All media (external hard drive or flash drive) must be clearly labeled with the name of the responsible party, telephone number, and email.
4) **The facilities do not build reels**.
5) We do not do work orders while you wait. Work orders may take up to 1 week or even longer, depending on the size of the order. We will contact you when your work order is ready for pick up.

Please let us know if you have questions about anything to do with the Cinema and Television Arts Post Production Facilities. We are here to serve you and have these policies and procedures in place to keep things running as smoothly and productively as possible. The employees, student designer, engineers, faculty, and staff welcome you to our learning community. Thank you for your time and good luck with the rest of the semester.

The Post Production Facilities Staff