UMKC COMMUNICATION STUDIES
MEDIA PRODUCTION POLICIES & PROCEDURES

LAB ASSISTANT: Kevin Mullin, Steve Wagner; campus phone: 816 235 6375; mullink@umkc.edu

Fall 2012 Media Lab Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>4:30PM-6:30PM</td>
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<tr>
<td>Tuesday</td>
<td>11AM-12:15P</td>
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<tr>
<td>Wednesday</td>
<td>12:30PM-1:45PM</td>
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<td>Thursday</td>
<td>11AM-12:15PM</td>
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<tr>
<td>Friday</td>
<td>4:30PM-6:30PM</td>
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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 but AT LEAST 24 HOURS IN ADVANCE to assure it’s available and prepped. Walk-up reservations cannot be guaranteed.
- Editing Lab reservations are made by signing-up in the schedule book outside Haag 102.

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:

<table>
<thead>
<tr>
<th>CHECK-OUT</th>
<th>RETURN</th>
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<tr>
<td>Monday</td>
<td>Wednesday</td>
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<td>Tuesday</td>
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<td>Thursday</td>
<td>Friday (or Monday if equipment is available)</td>
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<td>Friday</td>
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LATE PICK-UPS & RETURNS
Penalties apply as noted below:

First time  No equipment use for one week.
Second time No equipment use for two weeks.
Third time  No equipment use for remainder of semester.

Chronic late return of equipment will affect your grade.
The department reserves the right to refuse equipment to any student at any time.

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

- OVER -
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!

F. EDITING ACCESS:
1. Video editing, film editing and digital editing may be done at any time of the day or night, Monday-Sunday as follows:
   a. Monday-Friday, 9:00 a.m. - 5:00 p.m. Editing room access is handled by the Lab Assistant 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. A mini-HDV camcorder is normally kept in Haag 103/104 for HDV import/export.
5. 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.
6. 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. NON-STUDENT 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, fees will apply and instructor approval is required. Students who violate this policy can be excluded from using department equipment in the future.