

Sony DSR 500 POLICIES AND PROCEDURES

- 1) Camera checkout is restricted to students who are currently enrolled in the Comm 384 Post Production course, students working on a supervised Independent Study, or are employed by Television Services.
- 2) Students must be using the camera for a Comm 384 Post Production assignment, independent study project, or Television Services project.
- 3) Camera request forms are located in room 822 Tower. Request forms must be filled out at least 24 hours in advance. Camera requests are filled on a first come, first served basis.
- 4) Students are allowed to checkout the DSR-500 for a maximum of **three hours a day and a total of six hours a week.**
- 5) Camera can be checked out:

Monday - Friday 9:00AM - 5:00 PM from Television Services Director or Production Coordinator
Monday - Friday 5:00 PM - 10:00 PM from the Master Control Operator on duty

There will be no weekend checkout of the DSR 500 camera.

- 6) Checked-out or in of camera can only be done by the Television Services Director, Production Coordinator, or Master Control Operator.
- 7) The camera **must** be checked in by **10 PM.**

DISCIPLINARY ACTION

Three stages of disciplinary action will be followed. Gross negligence of camera use will result in the immediate revoking of privileges. The Director of Television Services will consider written appeals.

- a) Oral Warning --- A formal oral notice from the Director of Television Services.
- b) Suspension --- A formal written notice that repeated violations have resulted in suspension from privileges of equipment check-out for a length of time to be determined by the Director of Television Services.
- c) Privileges will be revoked indefinitely.

Check out Procedure-

- a) Check availability of camera (posted on door)
- b) Fill our request form (24 hours in advance)
- c) Pick up camera

Check in Procedure-

- a) Camera goes back into locked cabinet
- b) Cables need to be returned to the lighting closet.
- c) Microphones need to be returned to the microphone cabinet.
- d) Batteries need to be placed in chargers.
- e) If any damage to camera has taken place, you must report it to the check in person.

Matrox Non-Linear Editor POLICIES AND PROCEDURES

- 1) The Matrox Editor use is restricted to students who are currently enrolled in the Comm 384 Post Production course, students working on a supervised Independent Study, or are employed by Television Services.
- 2) Students must be using the editor for a Comm 384 Post Production assignment, independent study project, or Television Services project.
- 3) Edit bay sign up is located on the door to room 822 Tower. Students are allowed to checkout the Matrox editor for a **maximum of three hours a day and a total of six hours a week.**
- 4) Sign up sheets are filled on a first come, first served basis.
- 5) The editing bay can be signed out:
Monday - Friday 9:00AM - 5:00 PM
Monday - Sunday 5:00 PM - 10:00 PM
- 6) To access the room see the Television Services Director, Production Coordinator, or Master Control Operator.

DISCIPLINARY ACTION

Three stages of disciplinary action will be followed. Gross negligence of Edit Bay will result in the immediate revoking of privileges. The Director of Television Services will consider written appeals.

- a) Oral Warning --- A formal oral notice from the Director of Television Services.
- b) Suspension --- A formal written notice that repeated violations have resulted in suspension from privileges of equipment check-out for a length of time to be determined by the Director of Television Services.
- c) Privileges will be revoked indefinitely.

Check out Procedure-

- a) Check availability of Edit Bay (posted on door)
- b) Fill our request form (24 hours in advance)
- c) Have the Television Services Director, Production Coordinator, or Master Control Operator let you in the room. The **Campus Police WILL NOT let you in the Matrox Edit Bay**

Check in Procedure-

- a) You may not be in the edit bay after your allotted time
- b) Turn off all equipment and shut off the lights
- c) Make certain that the door is closed and Locked tight