

Department of Communication Studies
Digital Video Production Equipment Reservation Procedures
Updated January 2012

Equipment Reservation Procedures

1. Reservations should be made at least one day in advance. Log on to **Share Point**, follow the link on the bottom right screen of the COM studies page <http://www.uncw.edu/com/> Use your full campus email and password to log in.
2. Locate and click one of the following links, on the left side of the screen, depending on what you need. **Some equipment reservations require previous training and instructor approval. Do NOT reserve equipment without verifying with your instructor that you may do so.**
 - **Field Video Camera Reservation Calendar**
 - 4 JVC700's and 2 JVC100's HD video camcorders
 - Previous training and instructor approval required
 - **Edit Suite Calendar**
 - 7 Final Cut Pro edit systems
 - Previous training and instructor approval required
 - **Journalism Camera Reservation Calendar**
 - 1 Panasonic DVX100B, 3 DVX100's, 2 Canon XL2's
 - **Zoom Audio Recorder Reservation Calendar**
 - 8 Zoom H1's, 3 Zoom H4n's
3. A calendar should appear, follow these steps for appropriate checkout:
 - a. Click on the day, see what is already reserved to determine what is available.
 - b. Locate and click the **New** icon at the top left of the calendar, this will activate a blank reservation form.
 - c. In the **Title** area, enter: **YOUR NAME, specific equipment name and number (Camera DVX#2, Camera GL1#2, Zoom H1-4) and key accessories**
 - d. In the **Location** area, enter your **cell phone number, email address and location** where you will be using the equipment.
 - e. Using the date and time drop-down menus, select a **start** and **end time** for your reservation. This time range must occur on the same day, do not make all day reservations, do not make multi-day reservations.
 - f. In the **Description** window enter the project working title and describe what you will be doing.
4. Locate and click on the **OK** icon. This inserts your reservation onto the daily calendar. Double check the details. If corrections are needed, simply click on the reservation and make them.
5. **ALWAYS MAKE A NEW 1-DAY RESERVATION FOR EACH DAY THE EQUIPMENT IS RESERVED.**
 - a. **DO NOT MAKE ALL DAY RESERVATIONS. DO NOT MAKE MULTI-DAY RESERVATIONS!!!**
For example: If you plan to have the camera over a weekend, make **three separate** reservations, one for each day from 7 a.m. to 11 p.m. for the 2nd and 3rd day put **YOUR NAME** and **SEE FRIDAY** (or the day of the initial reservation. Also make a fourth reservation on Monday morning if you plan on returning equipment later than 10:00am

Notes regarding reservations (10)

1. Several calendar **Views** are available: Daily to Weekly or Monthly. Always check to see if someone has your camera reserved for **the next day**.
2. Equipment **MUST BE RETURNED** to the equipment room **by 10:00 a.m.** the day following your overnight reservation **OR before the next reservation** for the same equipment, **whichever comes first**.
3. Reservations should be made at least one day in advance. Equipment may not be available if reservations are made the same day as equipment pick-up.
4. Equipment pick-up may be done between the hours of 8:00 a.m. and 4:45 p.m.
5. **Never delete someone else's reservation.**
6. If you exchange equipment with another producer/group, please indicate so in the reservation system.
7. If you keep a camera overnight, **recharge the batteries at home**; do not wait until you get to school to recharge them.
8. **Edit session reservations are limited to four consecutive hours.** (You may continue editing if no one is scheduled to use your system.)
9. Do NOT keep equipment longer than your listed reservation. Return it promptly and in good condition.
10. **Equipment use is limited to projects completed for Communication Studies courses. Any other use is forbidden unless explicitly approved by production faculty or the department chair.**