

Film Studies Check-out Guidelines

QUALIFIED USERS

Production equipment checkout and edit suite use is limited to permanent production faculty and qualified Film Studies students *currently* enrolled in a Film Studies production class. The equipment may be used to complete assignments for those courses only. NO ONE other than approved UNCW students may *operate* Film Studies Department equipment. (Please see the "The Departmental Handout for Film Study Majors" for details.)

As a means of tracking equipment users, each student is required to complete and return the Production and Equipment Liability Agreement. (See Below)

Insurance usually covers loss from theft or fire or other unnatural causes. A police report is required whenever theft or fire is involved. We cannot file an insurance claim without a police report. The insurance does NOT cover normal wear and tear, user irresponsibility in the use of equipment, or lack of proper care taken in the use of and/or in the transporting or securing of equipment, losses due to terrorism, and losses as a result of the equipment being seized.

If the insurance company does not pay, you are responsible for the entire amount it cost to replace the item(s). If the insurance company does pay, you are required to meet the deductible - \$1000.00. **So be very careful with the equipment.**

All students in a group are responsible for the equipment checked out for producing their project. Production equipment must be returned as it was received, with all items properly stored in their appropriate cases. Damaged, lost, or late equipment may result in the loss of equipment privileges. Students may be barred from using equipment if there is evidence of irresponsible use of equipment, equipment abuse, misrepresentation of qualifications or equipment use, or failure to follow departmental policies. Immediately report any missing, broken or potentially faulty equipment.

EQUIPMENT RESERVATIONS

Equipment checkout is first come first served. Reservations should be made no later than 3 workdays *before* you want to use the equipment. Reservations made more than 10 days in advance cannot be guaranteed. Length of reservation is usually limited to 4 days but may vary depending on demand. Reservations are made *only* by going to the Film Studies web site, clicking on Information for Students, downloading the Film Studies Equipment Request Form, filling it out, and emailing it to Aaron Cavazos at uncw.film.eq@gmail.com. You will receive a confirmation or denial based on equipment availability and time availability for checkout. Checkout and check-in times are limited to normal business hours and staff availability.

CHECKOUT/CHECK-IN

At checkout the student is required to inventory and inspect the equipment he/she wishes to use. You will be required to initial and sign a checklist acknowledging that the equipment that you take is fully functioning, undamaged and all the parts are there. Please report any broken or damaged equipment or potential problems at that time. Equipment checkouts and check-ins may only be done under the supervision of FST staff member Aaron Cavazos or Student Assistant.

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When you return your equipment the staff will inspect it carefully and call your attention to any suspected damage or missing parts. ALL equipment that is checked out will be inspected upon check-in whether you used it or not. You are responsible for missing or damage equipment.

You are expected to be present at check in. This is your only opportunity to witness how your equipment is inspected and tested, explain damages or missing items and to ask questions.

Return all equipment the way you received it. Cables and wires should be neatly coiled and wrapped. Tape should be removed from cables and other equipment. You will be required to clean or coil equipment that is not acceptable condition during your check in. Checkout and Check-in times are restricted to the hours below. If you miss your appointment or you are late by more than 15 minutes of your scheduled time your reservation will be cancelled and you must submit a request for a new reservation. Remember this must be done 3 days in advance of checkout.

PENALTIES

LATE CHECK-OUT/CHECK-IN

Be on time for your checkout and check-in. Students arriving more than 15 minutes late for a check-out forfeit their equipment and their appointment time. The penalties for late check-in are:

- 1st Offense* – group is barred from using the equipment for 1 week
- 2nd Offense** – group barred from using the equipment for 2 weeks
- 3rd Offense – barred from using the equipment for the remainder of the semester

*In the event of that someone is more than 24 hours late (weekends and holidays included) returning the equipment the second penalty will go into effect.

**After a student is more than 48 hours late, the student may be referred to Dean of Students for disciplinary action.

LOST OR BROKEN EQUIPMENT

You will be given not more than 48 hours to locate missing equipment or parts. After 48 hours, payment for missing equipment and parts is due. If payment is not received within 7 calendar days (or by the last day of class whichever is SOONER), you cannot check out any more equipment. On the last day of the semester, school records of students who have not paid for missing or damaged equipment will be barred.

All members of a group assigned equipment for a collaborative project share responsibility. Each group member must be clear of financial obligations for the group to be eligible for to check out equipment. Moreover, any equipment damage incurred will be billed equally to each group member. All names will be printed on the loan agreement. The signature of the person who performs the checkout for the group will bind all group members.

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DO NOT ATTEMPT REPAIRS, cleaning, adjustments or alterations of any kind. If you “repair” or alter equipment in any way, you may be required to pay for the entire piece of equipment. You are required to notify the Film Studies office immediately at 962-7369 if you believe that your equipment is not functioning correctly or has been damaged, lost or broken. Our answering machines record messages 24 hours a day.

Failure to report lost or damaged equipment will be construed as an attempt to conceal the loss of, or damage to, the equipment and can result in you being barred from checking out equipment in the future for a time period determined by the Film Studies Department.