

Department Policy Handout for Film Studies Majors

Film Studies majors must be aware of the following three policies pertaining to department equipment and student works.

1. Use of Department Filmmaking Equipment

A. Policy Statement

The Film Studies Department provides filmmaking equipment for the express and primary use of permanent professorial-rank faculty in the Film Studies Department carrying out projects to support their work as UNCW faculty and of students who are enrolled in and completing assignments for designated departmental film production courses. Use by other persons may at times also be permitted, based on availability and purpose, according to the priorities and conditions stated below. The department chair has the final authority to make all decisions regarding equipment use.

B. Priority of Use

1. Primary and equal priority is given to permanent professorial-rank faculty (tenured and tenure-track faculty) in the Film Studies Department carrying out projects to support their work as UNCW faculty; to students enrolled in and completing assignments for designated departmental film production courses; and to all film studies faculty using the equipment for instructional purposes, such as class preparation, in-class activities, or creating or grading assignments;
2. Full-time lecturers and visiting full-time faculty in the Film Studies Department carrying out projects to support their work as UNCW faculty are given secondary priority;
3. Equipment is not made available to other individuals, including students in internships, students completing work for courses in other departments, part-time Film Studies faculty, faculty in other departments, students completing directed independent studies projects or honors projects, or individuals outside the university community.

The equipment is made available to eligible individuals in accordance with the following guidelines:

- i. Equipment must be reserved using the department's reservation procedure;
- ii. In the event that individuals with equal priority request to use the same equipment during the same time period, the earlier reservation takes precedence;
- iii. In the event that an individual requests equipment that has previously been reserved by another individual who has lower priority (according to the priority guidelines stated above), the chair will determine which individual may use the equipment.

C. Conditions of Use

1. Persons using the equipment must complete the Equipment Request Form and receive a reservation confirmation.
2. All equipment must be checked-out and checked-in by the Equipment Supervisor or someone working on behalf of the Equipment Supervisor. Students and faculty generally may not check out equipment to themselves or check it back in themselves. Faculty may check out equipment themselves after receiving approval from the Equipment Supervisor.
3. No one may reserve the equipment for a length of time that would overly burden other individuals' access to the equipment.
4. Equipment may be used only for purposes that are legal and in support of the department and university missions.
5. Equipment may not be used for personal or private purposes (for example, to film a wedding or to edit personal footage).
6. Equipment may be used only by persons who are familiar with and competent in its operation.
7. Persons using the equipment must read and understand the "Film Production Policies and Procedures Handbook," which is available on the department website.
8. Persons using equipment must complete the "Production and Equipment Liability Agreement," located at the end of the "Film Production Policies and Procedures Handbook," acknowledging financial responsibility for damage to or loss of the equipment.
9. Persons using equipment must return it in working condition by the reservation deadline.

10. Persons who violate any aspects of the policy for the Use of Department Filmmaking Equipment may be permanently excluded from further use of the equipment.

2. Ownership and Licensing of Student Works

UNCW's Film Studies Department believes that students should own the work they create as film studies students. The department nonetheless wants to be able to screen student films for instructional purposes, at public events (such as year-end student film screenings), and for other activities in pursuit of the university mission. The department, therefore, has adopted the following policy for the ownership and license of student works:

According to the UNCW Copyright Use and Ownership Policy, "Student Works" are "papers, computer programs, theses, dissertations, artistic and musical works, and other creative works made by students." Such works include, but are not limited to, student film, video and computer projects created wholly or in part pursuant to UNCW film studies course requirements or that utilize any UNCW resource (including but not limited to UNCW personnel, equipment and property) while the student is enrolled at UNCW. For the purposes of this policy, "Student Works" also include projects that incorporate portions of Student Works, including but not limited to revised versions of Student Works.

In consideration of the "Student License" (described below), UNCW grants to students any and all right, title and interest in perpetuity, including copyright ownership, if any, in and to Student Works ("Ownership Grant"). As a result of the Ownership Grant, students shall own their work outright, subject only to the provisions of this policy.

In consideration of the Ownership Grant as well as of the use of UNCW resources, the university retains a non-exclusive, perpetual, royalty-free, world-wide license to use all Student Works, in any medium known or later devised, provided that the university exercises this license in furtherance of its mission ("Student License"). Permissible uses of Student Works under the Student License include but are not limited to educational, promotion, publicity and fundraising efforts by UNCW and its Film Studies Department through reproduction, the Internet, the making of derivative works, public screenings, public display, and the distribution of compilation videotapes and DVDs.

In a timely manner and in a format specified by UNCW, students must provide UNCW with a copy of all film, video and computer work created in full or in part in film studies department courses. UNCW will supply students with the necessary media and access to equipment in order to comply with this provision. Students must inform UNCW whenever a new version of their work is completed, and UNCW may request that students provide a copy of the new version.

Students further must inform UNCW in writing if Student Work is subject to a Screen Actors' Guild ("SAG") Agreement. Provided a timely notice from the student, UNCW agrees not to use the Student Work in any way that triggers additional student obligations under the pertinent SAG Agreement.

3. Acknowledgement of the Department in Student Works

It is the policy of the Film Studies Department that the final image of student film, video and computer work created wholly or in part in film studies courses must be a title card that reads exactly as follows: "This has been a student production of the Department of Film Studies at the University of North Carolina Wilmington." The name of the department and of the university should not be abbreviated in credits.