

SFP EQUIPMENT CHECKOUT
Montana State University
School of Film and Photography
Visual Communications Building
P.O. Box 173350
Bozeman, MT 59717

Film Checkout Window	(406) 994-6254
Photo Checkout Window	(406) 994-6691

SFP Technology Coordinator (Anthony Purpura)	994-6253
SFP Assistant Technology Coordinator (Colette K. Campbell)	994-6254
SFP Photo Checkout Manager (Heather McKenney)	994-6866

Student Commons Area	994-6242
SFP Main Desk	994-2484
Campus Police	994-2121

See Checkout Calendar for Open Days / Hours of Operation.

SFP STUDENT CONTRACT (Film/Photo/Grad)
(v.2016.10.1)

GENERAL USE POLICY

The SFP facilities and gear are managed by Equipment Checkout and available for SFP students, staff and faculty only. SFP students check out equipment **exclusively** for work on projects to complete course credit. Students are encouraged to familiarize themselves with equipment outside of assigned projects and lab times if they remain within the Checkout lobby/hallway.

For actual instruction on how to use equipment or perform specific lab or dark room tasks and/or functions please make arrangements to meet with the appropriate faculty member.

This document is a legally binding contract, which holds the user financially responsible for either the cost of repair or replacement of damaged or missing gear valued under \$1000, or the cost of the insurance deductible (\$1000). Unpaid charges for late returns, loss or damage of equipment will be reported to the Business Office and a hold will be placed on the students University Account.

***IMPORTANT NOTE:** Students are solely responsible for knowing and understanding the contents within this document.

All students enrolled in any course requiring any SFP gear, lab or classroom use MUST complete, sign and turn in the *Student Contract* portion at the end of this document before they can begin any checkout process.

PARKING

It is UNIVERSITY POLICY that vehicles may be parked outside in the Checkout loading area for up to 20 minutes **only IF** Campus Police are notified (406 994-2121). Use of this area is only for loading/unloading gear, sets, and or supplies. Checkout is aware that 20 minutes is not long enough for extremely large packages coming or going. Go through your gear and inspect it for damage and /or operability before you bring your vehicle around to the loading area. Then load/unload gear and move the vehicle out of the loading area.

THEFT

Report immediately to MSU Campus Police (406 994-2121) and to Equipment Checkout (406 994-6254 Film) (406 994-6691 Photo). Failure to report thefts to appropriate law enforcement authorities may result in the student being charged for full replacement costs. Safeguard and monitor your gear at all times in all buildings including the VCB Checkout Lobby, locked vehicles, etc.

COLD TEMPS

Cameras, fluid head tripods, lights and other fragile equipment (all electronics, lenses, etc.) stored in extreme cold or hot conditions adversely affect the working order of the equipment and can severely damage it. Whenever a large temperature change occurs and the gear is not in active use, condensation builds up on the inside and outside of equipment, which frequently leads to its failure. Please deal with this cautiously by slowly warming/cooling the equipment and wiping down any and all metal parts and pieces with WD-40.

As a general rule, 75% of both spring and fall semesters are too cold at night to store equipment in a vehicle, trunk, or unheated garage. Take this into consideration when deciding how much gear you are taking out as **Checkout WILL CHARGE A \$25.00 COLD FEE** for gear coming in very cold to the touch. The life of the equipment will be significantly shortened and will have to be replaced/repared more frequently. When planning your shoots, plan your gear storage – or expect to pay the fines.

CHECKOUT RECEIPTS ARE CONTRACTS

Once a receipt has been signed, the student is responsible for the return of **EVERY** piece of equipment listed on the checkout receipt. When students accept and leave the building with equipment, they acknowledge that it is fully functioning and undamaged. **Students are responsible to make sure any damage is noted on the Checkout receipt when accepting the equipment.** Checkout will provide students with their own copy of the receipt upon request.

If your equipment arrives at Checkout already cleaned, organized, all accounted for, and in the condition it went out in, it may be noted on the student's account and/or to the Faculty Advisor.

Checkout reserves the right to inform instructors of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account. Student account notes often remain on an account until after graduation as a record of treatment of gear, staff, and fellow students.

Simply ignoring fines and/or fees because you don't need gear or a lab is bad business practice. Letting these go for a 2 week period or more can result in Checkout Staff putting a hold on the student account with the Registrar's office until they have been addressed.

- **All students are responsible for maintaining the equipment while in their possession and are expected to return all kits**

in the same condition as they would like to receive it.

RESERVATIONS: ALL STUDENTS

All Gear and lab Reservations MUST be made in person at the appropriate Checkout Window (Film and Photo). Only Checkout Staff or student employees can facilitate these reservations.

ALL STUDENTS - WAIT while requests are logged into the computer or lab sheets before leaving the counter unless a Checkout worker gives you the go-ahead to leave. When students simply drop off the reservation form and walk away, reservations risk getting lost in the paperwork shuffle and it will be the student's fault for not waiting.

The student filling out any gear or room reservation and signing off will be held financially responsible for cleaning, organizing, and fines or fees, regardless of who you send for gear or a room key. Checkout refers to this student as the "Producer".

Most of the gear at Checkout is organized into specific kits. Our lenses and camera accessories are specifically for use with those kits. Checkout does not break up kits for use with other kits or student owned equipment.

- It is the student's responsibility to go through every piece of equipment, inspecting and testing every item before they leave checkout with the gear. This step alone should insure that a student does not end up in the field with wrong batteries, filters, adapters, etc...
- To ensure the most accurate order possible, students are required to initial every item listed on the receipt as they go through the gear and give it back to Checkout. Take this opportunity to note WITH a Checkout Employee any "poor" condition details that have not already been noted on the sheet.
- When students leave Checkout with equipment they acknowledge that it is fully functioning and undamaged aside from the notes on the checklist/receipt. Checkout will provide the student with his or her own copy of the receipt UPON REQUEST.
- Plan to pick up equipment outside of class, work and appointments. In order to ensure the most accurate orders possible, Checkout employees will not be rushed through any part of the process.

BATTERIES: Checkout does not provide/ sell AA, AAA, 9v or other standard batteries. Plan to provide these on your own.

- The Student is responsible for making sure all equipment is checked in and every item is accounted for. Rewrap cables, wipe down any gear that has gotten dirty, dusty, remove tape, etc... BEFORE handing it over the counter to Checkout employees. Employees are instructed to hand gear back to you if these basic housekeeping items have not been addressed.
- If your equipment arrives at Checkout already cleaned, organized, all accounted for, and in the condition it went out in, it may be noted on the student account and to the faculty advisor.
- Checkout reserves the right to inform instructors of broken gear, late fees, fines or discourteous conduct and to note the infractions in the student account. Student Account notes often remain on an account until long after graduation as a record of treatment of gear, staff, and fellow students.

**All students are responsible for maintaining the equipment
While in their possession and are expected to return all kits
In the same condition as they received it**

RETURN GEAR ON TIME

When late or missing gear negatively impacts another project, the student will pay a 25.00 fine. Get to Checkout EARLY. When students sleep in, lines form, and GEAR IS LATE IF YOU ARE STANDING IN LINE.

DEADLINE EXTENSIONS

Deadlines for equipment return can be extended **only in exceptional cases** and only when the request does not affect the scheduling needs of another student or class. Any exceptions must be requested through **BOTH** the Instructor and Technology Coordinator.

ADDITIONAL ITEMS AT CHECKOUT

FILM NRIs - There are many items available at Film Checkout for students on a same day walk-in basis. These **NON-RESERVABLE** items (NRIs) include cables, adapters, headphones, manuals, bounce cards, etc. These items may be taken out for a specified amount of production time or over the weekend with no reservation placed in advance.

PHOTO NRIs - There are also many items available at Photo Checkout for students on a same day walk-in basis. These **NON-RESERVABLE** items (NRIs) include developing tanks, enlarger kits, etc. for the time you are planning to be in the lab. Lens filters, clamps, and lens wraps are also considered NRIs and can be requested at any time to go into the field for a shoot.

Please note that various adaptors to connect laptops to A/V set ups (also considered NRIs) are in HIGH demand and may or may not be available at any given time. Checkout is not responsible for carrying adaptors or items for gear or laptops not specifically serviced or managed directly by Equipment Checkout. If you upgrade to a new laptop, hard drive etc... get the adaptors you need and test them well in advance of a pending presentation.

FACILITY USE

- CAT CARD READER

The front entrance Cat Card Reader is for SFP PRODUCTION COURSE enrolled students, staff and faculty only. Cat Cards do not work immediately at the beginning of each semester.

Checkout communicates with The Cat Card Reader Administrator to get accurate names and numbers of all Photo students and Film 112 and 212 students entered into the system within the 1st 2 weeks of EACH semester.

At the very latest, 6 weeks into each Fall and Spring Semester, should a student find that their Cat Card is not working and has legitimate need for access, s/he should contact the Assistant Technology Coordinator at Film Equipment Checkout at their earliest convenience.

Reasons a Cat Card may not open the door:

- It's too early in the semester.
- Fines or Holds exist on the student's account with the Registrar's Office.

- The student is only enrolled in non-production courses that do not require after-hours access to labs (Film/Photo Theory and/or history, Screenwriting, etc...).
- The semester has ended.

MORE ON FACILITY USE

- **YOU MUST COME TO THE WINDOW TO RESERVE A ROOM OR STATION**, we do not make these over the phone – EVER.
- Room keys are **EXORBITANTLY EXPENSIVE** to replace when lost. It requires facilities services to re-key the room and they currently charge \$80.00/hour. Students who lose any room key will be charged **FULL COST OF REPLACEMENT**.
- Checkout may revoke the lab use privileges of any student with food or drink in any lab or edit bay.
- Bringing alcohol into any campus building is strictly against University policy unless pre-approved by the appropriate authorities and in conjunction with a special event such as a colloquium. Don't do it, the consequences are excruciating.

FACILITY USE OVER BREAKS

Generally, winter and summer breaks are the only “uninterrupted” time Checkout has to correct program compatibility issues in labs and other facilities. Between summer courses and workshops, these facilities could be in any state of disrepair and are not automatically available. Students may inquire with Checkout as to the status of these facilities. Keep in mind these stations are for SFP course assignments only. When courses are not in session we assume **ALL ASSIGNMENTS ARE COMPLETE**.

EXPENDABLES – Available for sale **TO ANYONE** at Film Equipment Checkout. These include Gels, Diffusion, Gaff Tape, Canned Air, Photo Floods, China Balls, etc... and are available for purchase (list available at Film Equipment Checkout).

To make a purchase, a student picks up a Sales Receipt from Film Equipment Checkout, and then makes payment in full at the Main Desk. The Main Desk accepts **only cash or checks** and is open for purchases Monday through Friday 8:00 am - 12:00 pm and 1:00 pm - 4:45 pm.

Checkout does not stock film for purchase. Supplies cannot be refunded into cash or other supplies.

100-200 level and 1st yr Grad assignments have specific kits or packages assigned to each class project by the instructor from within the Fair Use Policy. The only other equipment available with these packages is NRIs; you may not use gear outside of these parameters. These reservations do not require the Faculty signature because every student of the class is expected to use the same equipment and this information will have been set up in the equipment checkout computer system ahead of time.

******(Some 300-400 level and 2nd yr Grad assignments may also fall under the above system depending on how the Instructor has chosen to set up the assignment with Checkout.)

300-400 level undergrads and 2nd-3rd yr Grad Students with creative control over their gear choices, must also **completely** fill out a **Gear Reservation Form** (available at Checkout) **but WITH your instructor**. Turn this form in to Checkout and **wait while it is logged into the computer before leaving the counter**. In the event there is a problem with your account/reservation and someone is not here to communicate with Checkout,

your gear may not get reserved or fines and fees may have accrued on your account that you forgot about. **These reservations will not be accepted if not entirely complete - including the faculty portion.**

Depending on the Instructor's parameters, every project is assigned a limited date range within which each student will be expected to complete their fieldwork. Each course/assignment will be allotted a specific number of production days.

For all individual and group projects and/or student crews, the "Producer" is responsible for all gear checked out on a shoot. They are Checkout's contact and point person. Others in the group will be allowed to check out and sign for equipment **ONLY if specified by the Producer to Checkout employees in advance.** The Producer will be held responsible for any damages, late fees, etc. It is up to the Producer to insure that proper contractual agreements have been made with the crew and all personnel to safeguard themselves from total cost of damages and fines should they occur.

The SFP equipment is sufficient to fulfill class requirements. In the event students choose to rent gear or use personally owned gear in addition to school gear, students should find a way to insure this gear on their own.

FINES AND FEES

Late fees:

Every 1-item kit late (i.e. battery, cable, room key, etc.) is \$1.00 per day.

Every 2-item kit (headphone/bag) is \$2.00 per day.

Each 3 or more item kit (camera, light kit) is a \$5.00 per day charge.

Students will pay a \$25 cleaning fee FOR EACH AND EVERY KIT still requiring cleaning and/or repacking when turned over to Checkout. This includes dirty/gaffed/unorganized or improperly coiled equipment. If you must, clean it in the lobby before handing it through the window.

If a student returns gear late and it has prevented another student's reservation from being carried out in the normal fashion (without having to sub other kits or go without completely), the late student will be charged a **\$25 FSE fee IN ADDITION to the fees listed above.**

If a student incurs fines/fees and has not made arrangements for them to be taken care of within 2 weeks Checkout may exercise the option to inform the instructor and place a HOLD on their account with the registrar's office. Students will **NOT** be able to make reservations or check out equipment until all fines have been paid in full. Only the Technology Coordinator, Assistant or Photography Manager can remove holds. Holds can only be removed during normal business hours Monday through Friday 8 am to 4:30 pm.

To pay a fine or make a purchase, you will pick up a Sales Receipt from Checkout, then go to the Main Desk and pay the amount in full. The Main Desk accepts cash or checks and is open for transactions Monday through Friday 8:00 am – 12:00 pm and 1:00 pm – 4:45 pm. Once the payment is made, bring the receipt to Checkout to receive expendables or have fines cleared.

BROKEN EQUIPMENT DURING THE SHOOT

If equipment breaks or malfunctions during the shoot please make a **LEGIBLE DETAILED NOTE** regarding the malfunction, return it to its case(s) and return the entire kit to Checkout with the rest of your gear. Please note that the individual components of camera kits, light kits, grip kits, etc. must be kept together for returning.

Return **the entire kit** if you wish to try to get a replacement before production ends (i.e. don't return a microphone from an entire Sound kit). Checkout will make every attempt to arrange for a suitable replacement.

REPLACING LOST OR BROKEN ITEMS

Students are held financially accountable for lost or broken items.

Students no longer have the option of replacing items on their own.

Checkout will give the Student 7 business days to locate lost item(s) AND pay the fines/fees associated with the item(s).

In the event an item has not been located the student will be given an additional 7 business days to pay the replacement fee plus S&H charges. In the event the charges exceed 100.00 payment arrangements can be made with the Technology Coordinator, Assistant or Photography Manager.

LATE FINES/FEES WILL STILL BE EXPECTED TO BE PAID IN BOTH INSTANCES.

Checkout will keep a price list of broken or lost items. In the event an item is broken or missing that is not represented on that list, Checkout will contact the student within 48 hours as to the expected replacement or repair costs.

When an item is broken, the student will be given 7 business days from the time they have been informed of the amount to pay the expected repair or replacement costs.

In the event 7 business days pass and the student has not taken care of these charges or worked out a payment plan with Checkout, the Instructor advising the course involved will be notified of the infraction. If the issue has still not been cleared 2 weeks before the end of the semester, a "hold" will be put on the student's account with the Registrar's office.

If an item is lost or missing when returning gear and it is found later... PLEASE DO NOT JUST LEAVE IT ON THE COUNTER AND RUN! The item should be handed directly to an upper level classman Checkout worker or staff. Familiarize yourself with who works at Checkout.

PHOTO EQUIPMENT CHECK OUT POLICY

Photo Checkout (406)-994-6691

In order to reserve equipment or facilities in the SFP you must meet the following requirements:

- You are currently registered in an appropriate SFP class that requires the use of the equipment or facility you are requesting.
- You have properly filled out and submitted a student contract and computer account registration form.

RESERVATIONS

- Choose the form that pertains to your class, illegible forms will be rejected and posted in the hallway outside of checkout.
- Equipment reservations may be made in advance as follows:
 - Freshman 1 week in advance
 - Sophomores 2 weeks in advance
 - Juniors 3 weeks in advance
 - Seniors 4 weeks in advance
- You must legibly print your name, GID, phone number and the dates the equipment is requested and turn it in at the Checkout counter.
- Make sure that the attendant puts a **time stamp** on your form.

Students are responsible for **all** the equipment that is checked out under their name.

This means students make sure every piece of equipment checked out in their name gets returned **on time and in working order**.

All requests for reservations are processed in the order in which they were received. The time stamp on your request determines the order.

Filling out a request form does not guarantee a reservation.

Reservations are made when authorized personnel log the request in the computer

If a mistake was made during logging and is later discovered, it will be corrected. This may result in you losing the reservation you *thought* you had. The person who made the request first will get the reservation. We apologize for the inconvenience this may cause you. We try very hard to avoid this problem.

If you cannot pick up your reservation **YOU MUST** call and cancel or you will be fined. This will allow for equipment to be available to other students wishing to use it.

EQUIPMENT PICK-UP

- It is **YOUR** sole responsibility to check the equipment is all accounted for and operating properly before you depart the building. Claiming the equipment was broken when you got it will not suffice unless you report it before you leave the building with it.
- If any equipment is lost or stolen while in your possession you must pay the full replacement value as determined by the facilities manager before you will be allowed to check out any additional equipment.

EQUIPMENT RETURN

DUE BACK – Equipment that is allowed outside the building is ALWAYS due back by 10am the next day. (Friday to Monday is considered 1 day). If you want to use the equipment longer you must have faculty approval on a request form before you checkout or reserve the equipment. Darkroom equipment cannot be reserved and must stay in the building at all times. Darkroom equipment is due back 15 minutes before closing each day.

LATE FINES – Equipment that has not been returned on time will be assessed a fine.

1 item = \$1.00

2 items=\$2.00

3 items or more=\$5.00 per kit.

- If a Checkout worker has to fetch abandoned equipment from the lab you will be charged a late fine.
- Students are strongly encouraged to wait for the checkout attendant to check-in ALL the equipment and make sure nothing is missing. Otherwise, all late fines are the student's responsibility!
- Equipment will not be checked out to people who have equipment overdue or owe late fines. **NO EXCEPTIONS!**
- The only person who can forgive a late fine is the Photo Manager. If you wish to dispute the fine, make an appointment to see the Photo Manager.
- DO NOT argue with the attendants, they cannot override your fines.

Cold/Broken/Damaged Equipment

- Students are responsible for ALL the equipment that is checked out in their name.
- **Do not** leave photo equipment in your car overnight or for any extended period in the cold. Condensation can cause serious damage to the equipment. *You will be fined \$25.00* for equipment that is returned **cold** and for any repair costs that result.
- If you report broken equipment immediately upon your return to Checkout, and it is determined by the facilities manager that the equipment broke for reasons other than normal wear and tear, you will only have to pay the repair/replacement costs.
- If you **do not** report broken equipment immediately upon return to Checkout and we discover the damaged equipment, you will be held responsible for all repair costs and any additional costs incurred by students who use the equipment after you. Basically, if we can pinpoint the problem right away, with your honest help, the repairs and costs are likely to be minimal or nothing at all. However, if the equipment continues to be used when damaged it will eventually cause more problems for other students and more money for yourself.

We absolutely rely on you to tell us about the equipment. Please help.

Please report all problems you have with equipment as soon as possible so that it can be looked at quickly.

RESTRICTIONS

- You may only request an equipment/facilities reservation one week in advance. A week equals 7 days. If we are closed on the day that is a week in advance of the time you want, we will accept reservation the next day that we are open.
- Studio Stations may only be reserved for 3 hours at a time. Digital Stations may only be reserved 3 hours at a time.
- You have ½ hour to show up for your reserved space. If you are not there by that time, your reservation is forfeited and the space is available for others to use.
- You **must** complete a Studio Checklist after you are done using your studio station before you can return any keys and/or equipment. You will be held responsible for damages.

The ultimate goal of these policies and procedures is to make the limited amount of equipment and facilities we have available to the largest number of students possible. These policies have been instituted to make the equipment last as long as possible.

CHEMICALS

Safety glasses and nitrile gloves are available at Photo Checkout upon request.

Photo Checkout has a copy of the Material safety Data Sheets (MSDS's) for all the chemicals we provide. You are welcome to access this information at any time. We can also help you locate information on other chemicals. Please don't hesitate to ask if you have any questions.

All chemical jugs and chemical containers in the photo lab are labeled in accordance with chemical safety guidelines. These labels include chemical contents and safety guidelines. All chemical containers in the photo lab, including film fix recycling jugs, must remain covered at all times.

Personal chemical containers must also be properly labeled. If you choose to use/mix your own chemicals, please make sure you label your containers with the following information: Your name, date of mixture, chemical contents, and safety precautions/information. Please note that abbreviations *may not* be used. Please use jugs intended for chemistry. All containers must have a tight closing lid.

Your cooperation will help make the photo lab a safe working area for everyone. Thank you!

DIGITAL LAB RULES

1. Use of this facility is restricted to SFP majors who have satisfactorily completed PHOT 258 or its' equivalent (subject to faculty approval).
2. The Demo and Digital Printing Labs may be accessed during posted hours, excluding scheduled class times.
3. Students must sign in and out at checkout, regardless of working intent.
4. The Digital Editing Lab may be accessed 24/7 by using your PIN (last six digits of your GID).
5. Copying of the software installed on the lab computers is expressly forbidden.
6. Installing software or hardware is expressly forbidden.
7. Food or beverages are not allowed at the workstations.
8. Violation of these policies may result in fines and/or temporary or permanent loss of digital lab privileges.
9. **Please, DO NOT ever, ever, ever change the printers black ink from Matte Black to Photo Black (vice versa)**