

## Checkout Staff and Hours of Operation -- VCB room 214

- Film Checkout is typically open Monday through Friday 8am-5pm
- Photo Checkout open hours extend into evenings and weekends for Lab use purposes
- 4-5pm is reserved for doing rounds and closing some Checkout facilities
- **GEAR CHECK IN:** Mon through Fri from 8am -10am.
- **GEAR CHECK OUT** Mon through Fri from 12 noon – 4:00pm
- Expendables are sold from 8am-4:00pm.

### FULL TIME STAFF MEMBERS

#### Technology Coordinator/Lab Manager

**Tony Purpura**

**994-6253**

[purpura@montana.edu](mailto:purpura@montana.edu)

Oversees and implements all Checkout Gear, Lab, and Room operations.

#### Assistant Tech Coordinator 7:30a-4:30p

Colette K. Campbell

**994-6254** ← (Checkout windows) → **994-6891**

[colette@montana.edu](mailto:colette@montana.edu)

Assists Tech Coordinator and Faculty in  
Scheduling, organization, communications,  
Record-keeping and documentation.  
Manages keypads and Cat Card entry.  
Manages/schedules student workers.

#### Photo Equipment/Facility Manager 8:00a-5:00p

Alexis Hagestad

**994-6866**

[alexis.hagestad@montana.edu](mailto:alexis.hagestad@montana.edu)

Manages Photo Labs, gear, and operations  
Scheduling, organization, communications,  
Record-keeping and documentation.

#### Repair Technician 9:00a-5:00p

Billy Cirullo

**994-6254**

[william@cirullo@montana.edu](mailto:william@cirullo@montana.edu)

Physical implementation and maintenance of lab spaces.  
Upgrades, repair, and troubleshooting.  
Equipment and A/V set-up trouble shooting, repair, upkeep, and maintenance.

Film faculty should turn paperwork and requests for film labs or class assignments in to Colette.

Photo faculty should turn paperwork and requests for film labs or class assignments in to Alexis.

#### Student Workers:

- May include Undergrad and Grad students from any department on campus.
- They man the Checkout Window Operations
- Prep and inspect all gear coming in and going out.
- Film Checkout Window 994-6254, Photo Checkout Window 994-6691
- Students (from ANY dept) with Work Study Assistance receive preference in hiring.