

THE STATE OF WISCONSIN · UNIVERSITY OF WISCONSIN-MADISON DEPARTMENT OF COMMUNICATION ARTS

Equipment Use & Borrowing Provisions

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THE UNDERSIGNED USES & BORROWS THE STATE PROPERTY DESCRIBED HEREIN SUBJECT TO THE FOLLOWING:

USE & BORROWING AGREEMENT

A Use & Borrowing Agreement (webform) for the current semester must be completed, signed and submitted online before a user is allowed to use any production equipment from the Department of Communication Arts. Users are required to present their valid UW Student ID for equipment reservation/checkout and post-production suite access.

GENERAL USE

Department of Communication Arts facilities are to be used only for completing Communication Arts course assignments by students currently enrolled in a Communication Arts production class.

EDITING RESERVATIONS

Students must follow sign-up rules listed here and any subsequent rules posted in the IMC.

- CA 155 and 355 students may sign up for two continuous hours, up to 15 hours per week of computer time.
- CA 465, 467, 468, 522, 609, 651 and 659 students may sign up for three continuous hours, and up to 30 hours a week of computer time.

Editing reservations must be made through imc.commarts.wisc.edu.

Reservations by phone and e-mail are not accepted. There may only be one editing slot per group of students working on group projects. Student login information for imc.commarts.wisc.edu is, and should remain, confidential. If the IMC believes an account has been compromised, that account's access to reservations will be suspended until the student's password can be reset in person and their identity can be verified. Access to imc.commarts.wisc.edu is also available in the IMC.

EQUIPMENT RESERVATIONS

Equipment reservations must be made through imc.commarts.wisc.edu. Phone and e-mail reservations are not accepted. Cancellations are accepted in person, or online up to 30 minutes before the reservation's start time. In the event of illness or emergency, cancellations will be accepted by phone. Equipment reservations for all courses should be booked in advance at least one week prior to the intended checkout date, as equipment is limited. The user who reserves the equipment must be the person who checks it out *and* returns it. Users are only authorized to check out equipment with which they have received training.

EQUIPMENT CIRCULATION

Equipment circulates out of the IMC **Monday through Friday 8:00 AM to 4:00 PM**. No equipment checkouts, returns, or exchanges may occur in the IMC after these hours during the week or at any time on the weekend. Damaged equipment may be inspected outside of these hours at the discretion of the IMC staff.

STANDBY

Reserved equipment not picked up within 15 minutes of the scheduled reservation is placed on standby status and is available for checkout to users on a first come, first serve basis, pending availability of equipment. Standby equipment is only available during the equipment circulation hours of the IMC. The return time of standby equipment may be predetermined due to other users' booked reservations.

EQUIPMENT RETURN PROCEDURE

Users must return equipment on time. Users must be present while the IMC staff performs a preliminary cosmetic check of the equipment. Afterward, users are free to leave, but are welcome to observe the primary check-in process.

During the primary check-in, IMC staff will check each piece of equipment carefully. Primary check-ins will be performed in the order the equipment is received, although equipment with the earliest checkout time will be given priority.

LATE EQUIPMENT RETURNS

Returning equipment late will not be tolerated, as it is an inconvenience and detrimental to other users. Late returns **will affect your class performance grade**. Late grades are dealt with as follows:

- 1st late return: The TA of the offending student will be notified of the late equipment return.
- 2nd late return: The offending student will be required to meet with their TA to discuss plans to prevent future offenses. The student will not be allowed to check out camera equipment until the IMC is notified that this meeting has occurred.
- 3rd late return: The offending student will be required to meet with their class instructor to discuss plans to prevent future offenses. The student will not be allowed to check out equipment or reserve editing time until the IMC is notified that this meeting has occurred.

If an emergency arises, please call ahead and notify IMC staff in time, so that other arrangements can be made. Failure to notify IMC staff of a significantly late return may result in involvement of the Dean's Office and UW Police, as well as revocation of a user's use & borrowing privileges.

LIABILITY

Users are financially responsible for all equipment. **It is the responsibility of the user to check equipment for damage and/or missing pieces before leaving the IMC.** Failure to notify IMC staff of damage to and/or missing items from equipment during checkout will result in a charge for said loss or damage upon check-in, regardless of who was responsible. Users should inspect and test all equipment thoroughly and ensure IMC staff has noted the findings to prevent any unexpected charges.

In the event of equipment transfer, the user who checked out the equipment from the IMC, unless the other user is present at checkout, will be solely responsible, regardless of who originally caused the loss or damage. If equipment is checked out to a group (more than 1 person), all members of the group are responsible for any loss or damage to equipment. Each member would then be responsible for an equal portion of the replacement or repair costs.

DAMAGED/LOST EQUIPMENT

Users should not repair, alter, or modify any equipment at any time. Users should contact the IMC immediately by phone, email, or in person upon discovery of any equipment problem.

Users are expected to report damage, loss, or theft occurring during their loan period as soon as possible and no later than the start of equipment check-in. If IMC staff discovers a lost or damaged item during check-in, a bill will be presented to the user as soon as possible afterward. Please note that it can take time to get a current price or quote on certain pieces of equipment or repair services. After a bill has been presented, a user has 30 days to submit payment in the form of check or money order only. Once payment has been submitted, there can be no refund or return of the check or money order, even if the lost item is found.

If payment is not received or payment arrangements made by the due date, the user's name will be submitted to the University and a hold will be placed on their records and registration. This hold will be removed once full payment is made. A user with a university hold will not be able to check out equipment or use facilities until payment has been made.

The Department of Communication Arts will not accept equipment purchased, or repair quotes acquired by the user as payment for damaged/lost equipment. The IMC will be solely responsible for arranging these services.

COVERAGE

UW Risk Management will only cover certain damages or losses by students. All losses and damages are subject to a \$1,000 deductible, with one exception: there is a \$2500 deductible for theft when there is no sign of forced removal. As an example, if a student or group of students incurs \$1,000 in damages, they will be required to cover the full cost. If a student or group of students incurs \$1,200 in damages, they will cover the first \$1,000 and UW Risk Management will cover the remaining \$200.

If the loss involves theft or vandalism, the local law enforcement agency *must* be notified. In order to file a claim on the users' behalf, the IMC needs an initial brief written report (e-mail is fine) telling us who, what, when, where and how the claim occurred. Theft or vandalism claims require the filing of a police report.

SAFETY

Professional movies and televisions shows abide by rigid safety standards, your productions must do the same. Please keep the safety of your cast and crew in mind at all times. Class projects that do not follow these safety guidelines will not be accepted and will count as a zero for the assignment.

To keep your shoot safe, you are required to abide by the following restrictions:

- Do not shoot scenes inside a moving vehicle or staging a scene involving a moving vehicle.
- Do not shoot scenes with weapons (real or simulated).
- Do not shoot scenes with simulated acts of public violence. An example of an act of public violence would be staging a robbery on State Street.

If you feel that your project absolutely needs to violate these restrictions, you will need to obtain permission from the course instructor ahead of time. To obtain permission, you will need to provide a safety plan and may need to hire an off-duty police officer.

Additionally, do not shoot scenes that contain any form of actual illegal activity.

When in doubt, ask your instructor. Do not put the safety of your cast, crew, or the public at risk.

EQUIPMENT SAFETY

Use of equipment outside of Dane County requires permission from your instructor.

Keep the safety of your equipment in mind at all times.

- Mounting equipment to moving vehicles (including bicycles, cars, skateboards, drones/unmanned aircraft, etc.) is prohibited.
- Use of equipment in or on water, in sandy or dusty situations, in areas of extreme temperature and humidity, or during snow or rainfall is prohibited.

If you feel that your project absolutely needs to violate these restrictions, you will need to obtain permission and specialized training from your instructor ahead of time.

When loading and unloading equipment, users are encouraged to find assistance so equipment is not left unguarded and easily stolen. Transportation of equipment on open vehicles such as mopeds or bicycles is prohibited.

Do not store equipment in a vehicle overnight or for long periods of time. Equipment stored in vehicles is at a much higher risk of theft than equipment stored indoors, and extreme temperatures (heat from sunlight or cold during winter) can damage equipment. Instead, bring equipment into your residence for safekeeping. When transporting equipment, we strongly recommend placing it in the trunk or out of sight if possible, to minimize the risk of theft when your vehicle is unattended.

EQUIPMENT CLEANLINESS

All equipment returned to the IMC must be clean and free of grime such as but not limited to dust, dirt, sand, mud, grease/oil, and water.

In the unfortunate event that equipment does get dirty and IMC staff must clean it, a fee of \$100/hr of cleaning will be billed to the responsible user or users.

DRONE/UNMANNED AIRCRAFT SYSTEMS (UAS) POLICY

UAS operations by students, employees, or visitors for recreational or hobbyist purposes are not permitted on UW premises, and UAS operations without proper approval from UW-Madison and the FAA are strictly prohibited.

UW-Madison policy allows for the operation of unmanned aircraft systems (UAS) by faculty, staff, and students in connection with instructional, research, outreach, and other institutional uses, *however*, gaining approval to operate UAS in

Communication Arts courses and on the UW-Madison campus, interiors, and exteriors is *extremely unlikely* due to time-consuming approval processes and remote pilot certification requirements. Consult UW-Madison's policy below as well as your TA and instructor before considering UAS operation for a class project.

University of Wisconsin - Madison Unmanned Aircraft Systems (UAS) Policy:
<https://research.wisc.edu/kb-article/?id=74226>

UNSUPPORTED EQUIPMENT

The Department of Communication Arts carefully selects and maintains trusted equipment brands and models. Any outside equipment employed by a user requires TA/instructor *and* IMC staff approval. If the user is granted permission to use outside equipment, that equipment will not be supported by the IMC staff in the event of corrupt footage or data, or equipment failure.

PARKING

The IMC has temporary parking permits available for checkout by IMC staff. Permits are to be used by IMC users for temporary loading & unloading. Permits must be hung from a vehicle's rear view mirror with the lot number visible for a permit to be valid. Permits are only valid for the space marked on the Vilas Hall loading dock as "Reserved for Communication Arts Instructional Media Center." IMC Staff reserves the right to tow any vehicles in violation of this policy at owner's expense and at any time. Priority for permits is given to students enrolled in CA 467 / 659 at IMC Staff discretion. There are also three metered, 25-minute loading zone spaces opposite the IMC reserved space available to non-permit holders.

LOCKERS

Users may reserve use of a production locker during their use & borrowing period. Keys for the locks are available for reservation in the IMC. Lockers must be cleared of all items one week after the expiration of a user's use & borrowing period. Items found in lockers after the deadline will be disposed of. Lockers are small and unable to store large equipment such as cameras and tripods.

PROBLEMS & CONCERNS

IMC Staff will attempt to assist each user with their production needs. IMC staff strives to keep equipment in good working order at all times, but equipment failure can occur. If a user discovers a malfunctioning piece of equipment, the issue should be presented to IMC staff so equipment can be fixed in a timely fashion.

Due to time constraints, IMC staff cannot provide detailed instruction on equipment shown in class.

Students must contact their TA or instructor if a refresher is needed or a class is missed in which particular equipment or techniques were taught. IMC staff members are available to help with technical problems arising with Communication Arts facilities but are not available to answer instructional questions.

COMPUTER DATA

Users are required to save all production data to the Storage Area Network (SAN). Any data stored directly on a computer's hard drive is subject to deletion at any time. The Department and IMC staff members are not responsible for the loss of any data stored on the SAN or computers in the unlikely event of a system failure. The Department of Communication Arts is also not responsible for damages of equipment or losses of computer data as a result of operator error, malfunctioning equipment, or damage to property or persons resulting from use of equipment.

Users are strongly encouraged to back up their own data using an external hard drive, USB storage device, DVD, etc. All data stored on lab computers and the SAN will be deleted upon the expiration of a user's use & borrowing period.

Users are encouraged to transfer any data they want preserved off the SAN using any of the previously mentioned backup methods. IMC staff members are available to assist with these transfers.

CELTIX DATA

Students in CA 467 and 659 will have access to the online screenwriting and production software Celtix during their use & borrowing period. Licenses to use the software are loaned to users by the Department of Communication Arts on a temporary basis. **All data stored in Celtix will be deleted upon the expiration of a user's use & borrowing period.** Users are responsible for exporting their own materials if they wish to keep them after their use & borrowing period has ended.

REMOTE COMPUTER MONITORING

Users of computer equipment in Communication Arts facilities should be aware that instructors and IMC staff have the ability to monitor usage of computers. This ability may also be used for remote assistance and troubleshooting. We expect all users to comply with University computer usage guidelines:

- Information Technology Appropriate Use Policy: <http://www.cio.wisc.edu/policies/appropriateuse.aspx>

SHARED PROJECT OWNERSHIP

The ownership of projects produced in Communication Arts courses is shared between the students and the Department of Communication Arts. The department reserves the right to use any student projects for the purposes of instruction while students retain ownership over their original creative works. However, CA 467 students need to pay attention to script property rights, as they may include further restrictions for publishing and sharing content.

PROJECT RELEASE AUTHORIZATION

When users fill out their Use & Borrowing Agreements they must also grant Communication Arts permission to use their projects for promotional purposes. Primarily, Communication Arts intends to embed users' video projects on Communication Arts websites to promote the department's media production courses. Users may revoke this authorization in writing after completion of their course if they so choose.

AFTER HOURS KEY SETS

Using Web Checkout, students enrolled in CA 465 / 467 / 651 / 659 are able to reserve keys for editing outside of the IMC's hours. Keys can be checked out for up to 24 hours. The IMC and the Department of Communication Arts are not responsible for, and do not control, when the outer doors of Vilas Hall are locked, so plan accordingly. After Hours keys must be picked up within 15 minutes of the reservation time, or the reservation cancels, and the keys are made available to all other eligible students. Only one set of keys may be checked out at a time.

Under UWS 18.06 (12), Wisconsin Administrative Code, it is illegal to duplicate or request the unauthorized duplication of a university key. It is also illegal to transfer, loan or give a university key to an unauthorized person or to retain a key after the termination of the specific university appointment for which the key was issued. Violation of UWS 18.06 (12) may result in a fine of not more than \$500 or imprisonment of not more than 90 days or both.

A fee of \$75.00 per key will be charged for replacement of a lost key. A new key will not be issued until payment is received.

Communication Arts Circulation

CA 155 RESERVATION

Students must sign up for cameras and audio recorders through imc.commarts.wisc.edu. Checkouts can be made up to seven days in advance for a maximum of 24 hours. Each camera reservation is guaranteed a camera, tripod, SD card, and battery. Each audio recorder is guaranteed a recorder, SD card, and lithium-ion battery. Students may reserve up to one camera and one audio recorder per checkout. The CA 155 project schedules will designate the maximum reservations per week for each student or group. To make a reservation in person, students must present proof of identification.

CA 355 / 522 RESERVATION

Students must sign up for cameras through imc.commarts.wisc.edu. Checkouts can be made up to seven days in advance for a maximum of 24 hours. Each reservation is guaranteed a camera, tripod, SD card, and battery. The CA 355 project schedules will designate how many reservations per week each student may have. To make a reservation in person, students must present proof of identification.

CA 155 / 355 / 468 / 522 / 651 SD CARD CIRCULATION

Students in CA 155, 355, 468, 522, and 651 have the option of using SD cards from the stock maintained by the IMC, or purchasing one themselves. Students who choose to purchase their own cards should purchase ONLY Transcend brand cards, and those cards should be SDHC, Class 10 cards. The IMC cannot guarantee support of any other brand of card. Students who purchase their own cards have no time restrictions on the transfer of their footage. If students choose to use IMC cards, they MUST have their footage transferred before checking in their equipment, or use a computer to transfer their card immediately after checking in. Any student that requires significant additional time with their card will be considered late for their entire check-in. The IMC will only hold student SD cards for transfer under extreme circumstances, such as large-scale network failure.

CA 467 / 659 RESERVATION

CA 467 and 659 Advanced Production students reserve equipment by filling out a reservation through imc.commarts.wisc.edu. The instructor will provide each student with shooting dates. Students can make reservations online up to two weeks in advance of their checkout date. If students would like to make a reservation more than two weeks in advance, they should get permission from their instructor and meet with the IMC Manager. Availability permitting, additional equipment may be added to your reservation up to 30 minutes before your scheduled checkout time.

CA 467 and 659 instructors will authorize specific equipment from the checklist as the semester progresses. Students in CA 467 and 659 should note that grip, lighting, and some sound equipment may be shared by those courses and will be available on a first come, first serve basis at certain times during the semester.

CA 467 / 659 CIRCULATION

Each member of a production group must be present when checking out equipment. Equipment check-in and checkout times are restricted to the IMC equipment circulation hours, Monday through Friday 8:00 AM to 4:00 PM. Equipment may not be returned early without notification of IMC staff. See an instructor for more information on reservations and loan periods.

CA 467 and 659 Advanced Production students should be prepared to present their UW ID to IMC staff each time equipment is checked out. No equipment will be checked out to an Advanced Production student outside of approved shooting dates and projects without instructor permission.