Access Policies & Procedures

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I. General Policies

1. Hours of operation for the UHM Media Lab are Monday through Friday, from 9:00 AM to 5:00 PM during the Fall and Spring semesters only. Consult with your instructors for summer session hours of operation. All other times are by appointment.

2. In addition to the Media Lab's Mission, one of the primary purposes is to facilitate the media needs for students currently enrolled in media oriented production courses offered through the UHM School of Communications including:

   • COM 331: Techniques of Video and Digital Cinema
   • COM 431: Studio Production
   • COM 337: Techniques of Multimedia
   • COM 390: (Alpha) Journalism/Communications Workshops
   • COM 476: Capstone in Digital Cinema Production
   • COM 477: Capstone in Interactive Multimedia Design and Development
   • COM 499: Special Problems
   • JOUR 302: Journalism Tools & Platforms
   • JOUR 401: Journalism Projects/Production
   • JOUR 402: Intellectual Foundations
   • JOUR 499: Directed Research
Other students wishing to utilize Media Lab facilities for class projects who are NOT currently enrolled in COM 331, 431L, 476, or 477, must have successfully completed COM 331 or show an equivalent level of competency. The Media Lab Director, based upon resource availability, has the final say for such projects.

3. Students will be provided facilities necessary to complete assigned productions. Other projects must have the written and/or verbal consent of the Media Lab Director and sponsoring Instructor.

4. Media Lab Assistants are present to uphold these policies and procedures in addition to helping facility users with equipment and facilities; however, they are not required to work on student projects. If you are having problems with the equipment or are running into any other difficulties, please ask for help and a staff member will try to assist you as best as possible.

5. Facility users must have read all Media Lab policies and procedures in addition to being familiar with proper equipment use and safety measures.

6. The Media Lab Director shall make final decisions regarding any schedule conflicts, equipment use, studio use, hours of operation, etc.

7. The Media Lab studio facilities have been designed to accommodate the general needs of the students it services. The Media Lab Staff requires that NO HARDWARE AND/OR SOFTWARE CHANGES be made to any system. Use existing audio / video setups as available. Should you need assistance, please feel free to ask a Media Lab Staff member who will try to assist you as best as possible.

8. Any individual at any time, may be denied use of the Media Lab equipment and/or access to its facilities if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is hazardous or disturbing to others occurs.

II. Certification

1. All Media Lab users reserving any studio facility and/or remote camera equipment must be certified by Media Lab staff during the present semester. **No exceptions!**

2. Orientation and practice and/or certification sessions will be provided by the Media Lab staff based on resource availability. Reservations for orientation, practice and certification are by appointment and based on resource availability. Such reservations must be made in person at the Media Lab Front desk.

3. Students seeking "certified status" must be enrolled in an applicable course and/or receive consent from the Media Lab Director.

4. "Certified" status can be obtained through the passing of a practical, hands-on exam demonstrating knowledge of proper equipment use and function, general maintenance, and safety measures. Certification status must be renewed each semester.
5. A minimum 24-hour (over night) respite period is required between an orientation/practice session and a certification exam.

III. Reserving and checking out Remote Equipment

1. Remote equipment may be reserved by certified users for use outside of the Media Lab given that reservations are made at least 24-hours in advance. The Media Lab Management and Staff have the right to refuse service to student(s) if reservations are not made 24-hours in advance.

2. All reservations are to be made in person with the assistance of a Media Lab staff member by signing up in the "Remote" reservation book at least 24-hours in advance in order to prevent scheduling conflicts.

3. Students checking out UHM Media Lab video camera equipment must inspect the equipment together with a Media Lab staff member to verify that the equipment is operational and note on the checkout sheet, any damage that the equipment has already sustained. The students and the staff member will then sign the checkout sheet for mutual agreement of the condition of the camera equipment. Should, for any reason, the students take the camera equipment from the Media Lab checkout area without verifying the operation of the equipment, they will be held wholly responsible for any damage and operational defects to the camera equipment.

4. No fewer than 2 certified users must be present to checkout, use, and check-in remote video equipment borrowed from the Media Lab. The same two users to checkout equipment must be physically present to check-in the equipment.

The two-person rule reinforces the "production team" concept, ensures proper handling and maintenance of the equipment and physical safety of users and equipment.

Remote Camera Equipment

1. Remote camera equipment may be reserved by certified users for up to 2 consecutive days of use, or the weekend plus 1 day. The Media Lab Director may limit the checkout period to 1 day or a half day during high demand periods. Any extended periods of use must be approved by the Media Lab Director.

2. Students may be assigned a maximum time limit for equipment reservations per week by the instructor or Media Lab Director as deemed appropriate or depending on facility demands.

3. Students are required to provide their own audio/video recording media. Currently, the Media Lab camera equipment uses SCHC memory cards.

4. Students are required to provide their own batteries for lab equipment that requires batteries to operate. Currently, most of the Media Lab equipment requires AA batteries for the digital audio recorders and wireless mics. Audio mixers require 9 volt batteries.
Alternate Remote Camera Equipment

1. Students must be certified and use the camera equipment designated for their class. Alternate camera equipment will require additional certification procedures and will depend upon availability.

IV. Reserving Studio and Editing Facilities

1. Studio facilities or editing suites may be reserved Monday through Friday between 9:00 AM - 5:00 PM for students currently enrolled in a media oriented production course. Students enrolled in 300 level courses must make their reservations in person. Students taking 400 level courses may make a reservation by phone as well.

2. Reservations are limited to a maximum of 4 hours per day for the Studio and 2 hours per day for an editing/audio room. Additional studio facility time or editing time may be obtained on a first come, first served basis through canceled sessions, no-show sessions after the 15 minute grace period, or un-reserved sessions as available.

3. Students may be assigned a maximum time limit for facility reservations per week by the Instructor or Media Lab Director as deemed appropriate or depending on facility demands.

4. Students should be familiar with the appropriate facilities before reserving time through training session(s) by an Instructor or Media Lab staff and/or through the appropriate certification process by appointment on a resource available basis.

5. All reservations are to be made with the assistance of a Media Lab staff member. The staff will input the reservations in the calendar on the Media Lab computer.

Computer Editing - Media Lab

1. The editing rooms may be reserved for use 9:00 AM - 5:00 PM Monday through Friday. Students/Groups may reserve an editing station for a maximum of 2 hours per day.

2. For maximum flexibility in reserving an editing room, the Media Lab Director recommends that students provide external Hard Drives with USB or FireWire 800 ports to connect with the lab computers. With a project on an external Hard Drive, student may edit in any room.

3. Students will be required to provide their own recording media for classroom presentations.

4. Reservation priority is on a first come first served basis.
Studio Floor  *Note:* Priority is for COM 431L.

1. The Studio Floor may be reserved for use 9:00 AM - 5:00 PM Monday through Friday, provided no other class or activities are being held in the studio.

Control Room

1. The Control Room may be reserved for use 9:00 AM - 5:00 PM Monday through Friday.

2. The Control Room may be utilized in two capacities:
   - Control Room: used in unison with the studio floor, studio cameras, lighting board and grid, etc. to produce "live-on-tape" productions.
   - DVCAM On-Line Editing Suite: used for DVCAM editing with dissolves, fades, CGs, graphics, etc.

COMPIX Character Generator

1. The COMPIX Character Generator (CG) may be reserved for use 9:00 AM - 5:00 PM Monday through Friday.

2. Time may be reserved for training and certification on the COMPIX Character Generator (CG).

3. Reservation priority is held for the COM 431L Video Production Lab I class.

Audio Recording Suite (Computer Editing Room B)

1. The Audio Recording Suite may be reserved for use (2 hours maximum per day) between 9:00 AM - 5:00 PM Monday through Friday.

2. Students must provide their own recording media. The audio recorder currently uses SCHC memory cards.

V. Canceling Reservations

1. If for any reason, a reservation must be canceled or delayed beyond the 15-minute grace period, you must call or leave a message at the Media Lab (956-3355). Failure to provide notice of a reservation cancellation or delay beyond the 15-minute grace period will result in a "no-show/no-call" penalty mark (see VIII. Penalties, Liabilities, and Copyrights).
2. A facility or equipment reservation will be held for a 15-minute grace period. After 15 minutes, the session or reserved equipment will be given to any student(s) waiting and the original reservation holder will be given a "no-show/no-call" penalty mark (see VIII. Penalties, Liabilities, and Copyrights).

VI. Studio Facilities usage

1. All facility users must check-in with the Media Lab staff at the front reception desk.

2. Users may request and sign out additional production accessories (i.e.: stock music/EFX CDs, stereo headphones, tone generator, etc.) for use in the Media Lab after checking in at the front reception desk.

3. Before checkout, the user is responsible for doing the following:
   - Clean up of the production area, returning all items to their proper location(s)
   - Make sure that all personal items are removed (the Media Lab management and staff will not be held responsible for anything lost or stolen from the premises)
   - Return any additional production accessories used to the Media Lab staff

4. Please report any equipment problems and/or malfunctions to the Media Lab staff.

5. Users must notify the Media Lab staff at the front reception desk when they are finished using the lab facilities.

VII. "Golden Rules" of the Media Lab

1. NEVER FORCE ANYTHING.
   If something you are attempting to do requires any amount of excessive force, STOP and review your methods.

2. NEVER OVER TIGHTEN.
   This may cause the stripping of threads and/or the use of excessive force, which can damage the equipment.

3. NEVER LEAVE EQUIPMENT UNATTENDED.
   Camera and other video equipment are prime targets for theft.

4. NEVER LEAVE EQUIPMENT EXPOSED TO ANY HEAT SOURCE.
This includes never leaving the equipment in the trunk of a car. Heat will damage the equipment and ruin your videotapes, so remember to remove the videotape from the camera before transporting the equipment.

5. NEVER TAKE UHM REMOTE EQUIPMENT TO THE BEACH OR NEAR SHORELINES.
   Sand and salt air/spray can clog and damage the sensitive equipment. An exception to this rule applies only to specific rainproof or waterproof cameras.

6. NEVER USE THE EQUIPMENT IN "RISKY" ENVIRONMENTS.
   "Risky" locations are defined as, but not limited to any type of airborne devices or locations including airplanes, helicopters, skateboards, motorcycles, rollerblades, etc., night time shoots in low lit and/or unsafe areas, and "remote" areas which require transport of equipment over rough terrain. Final determination of "risky" environments shall be at the sole discretion of the Media Lab Director.

7. NEVER TOUCH THE LENS ON UHM MEDIA LAB CAMERAS OR ATTEMPT TO CLEAN IT.
   There is a high probability of scratching and permanently damaging the lens without the proper cleaning materials. The Media Lab staff will clean the lens for you.

8. NEVER AIM THE CAMERA'S VIEWFINDER OR LCD SCREEN DIRECTLY AT A STRONG LIGHT SOURCE.
   This includes the sun, the reflection from the sun from an object, a strong lamp or other lighting element(s).

   These policies and procedures are subject to slight modifications as deemed necessary by the Media Lab Director due to facility and staff demands.

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**VIII. Penalties/Liabilities/Copyrights**

A “no-show/no-call” penalty is an accumulated "mark" indicating that a reservation was not utilized or canceled nor on-time. This penalty mark will be given to all parties; i.e. users/students who reserved or checked-out equipment but failed to abide by the correct policies. Upon receiving 2 no-show/no-call penalties, that user/student will lose his/her Media Lab reservation privileges. Upon receiving 3 no-show/no-call penalties, the user/student will lose his/her Media Lab privileges may also receive academic penalties, as decided by the Instructor. The user may possibly avoid a penalty mark by calling the Media Lab staff prior to a scheduled reservation check-in or checkout time to inform them of a delay or cancellation. This issuance of a penalty mark in this situation is at the discretion of the Media Lab staff and Director.
Misuse / Abuse penalty: any individual at any time, may be denied use of the Media Lab equipment and/or access to its facilities for any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is hazardous or disturbing to others occurs.

Users/students are liable for lost and/or damaged equipment. Failure to pay for repair and/or replacement of lost and/or damaged equipment in an expeditious manner can result in legal action, failing the class and, in extreme cases, expulsion from class, withholding of degree, transcripts not tendered, and a “Hold” will prevent you from registering until restitution is made.

The University of Hawaii retains the non-commercial copyrights to all student projects.

**UHM Media Lab Policies and Procedures Agreement**

Having read and understood the Media Lab policies and procedures I, the undersigned, willingly agree to abide and follow these policies and procedures. I willingly accept the financial responsibility of repairing or replacing any Media Lab equipment that is damaged, lost, or stolen while the equipment is checked out by me or my classroom work group.

_____________________________               ___________________________           ____________
Name (PRINT)                                                  Signature                                                Date

_______________________
Phone number(s)                                                ___________________________________________

E-mail address

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(____)________________