



**The Art Institute
of Pittsburgh®**

Cage/Cave

Equipment

Checkout policies

HOURS OF OPERATION

- Monday through Friday 7:30 am to 1 am
- Saturday 7:30 am to 10:00 pm
- Sunday hours offered at the ends of quarters (schedule posted on tech website).
 - The cage/cave is closed during the following holiday times
 - New Years Day (Closed over break)
 - Martin Luther King Jr B.D.
 - Presidents Day
 - Good Friday
 - Memorial Day
 - Independence Day (Closed over break)
 - Labor Day
 - Veterans day
 - Thanksgiving (2 days)
 - Christmas (Closed over break)

STUDENT ID'S

- A **current and valid** AIP school ID must be presented before equipment is checked out to a student.
- If you need equipment and do not have your ID, replacement ID's are available through the Media Center at a cost of \$5.
- Under no circumstances can any student pickup or checkout equipment for another student. Students that checkout equipment for another student for any reason will be suspended from all checkout services until further notice.

GENERAL CHECKOUT INFORMATION

- There are 2 different types of checkouts for students to borrow equipment.
 - **First type – CLASSROOM CHECKOUTS**
 - Equipment that is available for students to use during class time.
 - ***Scheduled classes have 1st priority*** to all equipment starting at 8:00 am but as long as all classes are fully equipped, unscheduled students may checkout equipment starting at 9:00 am.
 - No equipment will be signed out after 12:30 am on weekdays, 9:30 pm on Saturdays.
 - Failure to return equipment on time will result in late fees.
 - **Second type – OVERNIGHT CHECKOUTS**
 - Students may borrow Cage equipment for 1 weekday night or for weekend checkout.

AVAILABLE PICKUP AND RETURN TIMES INCLUDE

- Monday 3PM till Tuesday 8AM
- Tuesday 3PM till Wednesday 8AM
- Wednesday 3PM till Thursday 8AM
- Thursday 3PM till Friday 8AM
- Friday 3PM till Monday 8AM
- Access to overnight equipment requires 24 hour notice.

- You must request overnight equipment by filling out an overnight equipment request form, available from any cage/cave student employee.
 - After your request has been made, the cage/cave equipment supervisors will determine if the request can be approved.
 - Requests will be considered in the order they are received.
 - **The cage/cave cannot guarantee equipment availability.**
- Failure to return equipment on time will result in late fees

HOW DO I REQUEST OVERNIGHT EQUIPMENT?

- There are 2 separate overnight signup books.
 - One for photo equipment
 - One for Audio/Video equipment
- Both the overnight books are setup the same way.
 - There is a folder for every day of the week and one for special requests.
 - Once you fill out your request form place the form in the appropriate folder. You will put the form in the folder for the day that you intend to pick it up. If the request is a special request, place the request in the special request folder regardless of which day you pick it up.
- If your request includes having equipment over a Saturday night you need to sign up for the equipment that you need on the [weekend signup sheet](#) in addition to the request form. See the next section for more details.

SIGNING UP FOR EQUIPMENT OF LIMITED QUANTITIES

- Weekend requests are always high in volume. To **prevent** equipment of limited quantity from being overbooked, we have a [weekend sign up list](#). If your request involves having equipment over a **Saturday night**, you need to sign up on the **Weekend Equipment** list as well. All types of equipment of limited quantities are listed on the weekend sign up list. By reviewing these lists you will instantly know if equipment is available or if it's completely booked.
- Find the spreadsheet for the weekend and look over the list carefully. If it includes equipment you need, **PRINT YOUR NAME LEGIBLY** under the equipment you need.
- If you fill out a request form, and you do not put your name on the weekend signup lists, you **RISK** not being able to get the equipment if the list is completely filled. People that put their names on the signup lists have first priority.

GENERAL CHECKOUT GUIDELINES

- Make certain you are definitely going to take the equipment before you sign up and request the equipment. If you find out that you are not going to use the equipment after you submitted a WEEKEND REQUEST FORM, make sure you cancel your request 48 HOURS in advance and white out your name on the weekend lists.
- **Do NOT** put your name on the weekend list as a **"PLACEMARKER"** while you decide whether or not you are going to use equipment. Sign up on the weekend list only **after** you have submitted your request in the weekend binder.
- If you need any **"PHOTO"** equipment you need to fill out a separate request form in the photo overnight binder.

- If we cannot legibly read the overnight request form or the name on the weekend list, the request will not be processed and the name will be whited out on the weekend list.
- Carefully check the **return due date and time** on the receipt that you sign when you pick up the equipment. It is the customer's responsibility to make sure that the return date and time is accurate before leaving the counter.

Weekend signup sheet example

WEEKEND CHECKOUT - Fall 08 DECEMBER 13 through DECEMBER 15		
VIDEO CAMERAS		
Panasonic DVX-100 24p	Panasonic AG-DVC15 3 Chip	JVC DV5000-DV5100
1 Laurie Arnold	1 Steve Smith	1 Aaron Moore
2 Melissa Flict	2 Mark Kramer	2 Nick Critelli
3 Karen Goodridge	3	3
4 Danny Yourd	4	4
5 Chris Kurcsics		5
6 Ashley Lewis	Panasonic AG-DVC7 1 Chip	6
7 Jacob Koestler	1 Caroline Hudacsek	7
8 Amber Massic	2 Luke Cervi	8
9 Kai Marsh	3 George Robertson	9
Panasonic DVX-100A 24p	4 Nicole Belanger	10
1 Josh Bowen	5	Panasonic HVX200
2 Dan Moninger	6	1 Lynn Steiner
3 Co Bappe	7	2 Lindsey Cooley
4	8	3 Kerianne Kilgo
Panasonic DVX-100B 24p	9	4 Jacob Koestler
1 Amber Massic	10	5
2 Dennis Atwood	11	6
3 Matt Robinson	12	7
4 Ashley Rose	13	8
5 Derek Burgess	14	9
6 Gabriel Cashman	15	10
7 Austin Robbins		11
8		12

- This is an example of what a weekend signup list looks like. As you can see the Panasonic DVX100 standards are all booked. There are 9 cameras, and 9 people have signed up for them. For the Panasonic DVX100A 3 people have signed up for a camera, which leaves one camera available. For example if you wanted one of the Panasonic 100A cameras and you fill out a request form, but do not put your name under the Panasonic 100A, you **RISK** not being able to get the camera if someone else comes and put their name on it. People that put their names on the signup lists have first priority.
- **Requesting equipment does not guarantee equipment availability** as scheduled classes have first priority to equipment. The Cage has no control over equipment breaking or customers returning equipment on time that may affect another reservation. If you have an overnight request it is best to call ahead before making a trip to the cage.
- You must have all your paperwork filled out completely before a request will be considered. This includes filling out the overnight request form completely and filling

out the weekend signup sheet if the request includes having equipment over a weekend as described above.

SPECIAL REQUESTS

- Special requests include anything that is outside the allotted time for normal classroom or overnight requests that are needed for a “**class project**”. Students that require additional time because of extraordinary circumstances such as scheduling actors or models etc... can use a special request to fulfill these needs.
- If you need a special request you must present a formal presentation to the instructor that has assigned you the project. Include the following information in your presentation.
 - Reason for the extra time
 - Justification for the equipment requested
 - Detailed plan of the project

Special request policies and procedures

- Go to the Overnight signup book at the cage counter and find the Special Request folder in the book. There are separate overnight books for photo and video.
- Take a Special Request form out of the folder.
- Take the form with you and get the instructor associated with the class project to sign off on it. The special requests **MUST BE SIGNED** by the instructor that assigned the project. You should plan these projects weeks in advance, which will give you plenty of time to get your instructors signature on the form.
- Special requests can be picked up after 3PM Monday through Friday. No exceptions.
- Once the form has been completely filled out, return the special request form and put it in the special request folder.
- ***Special requests are limited to 2 per quarter & a maximum of 3 days in duration (not including pickup date). Exceptions can be requested through a student’s Academic Department Director.***
- Because of limited equipment, special requests that do not involve class projects are not possible.
- **All special requests must be fully completed and submitted to the cage 48 hours in advance. No exceptions.**
- It is the policy of The Art Institute of Pittsburgh that special requests are not to be used for any freelance work.
- **DO NOT** put your name on the weekend signup sheets for equipment until you have the completed special request form signed by your instructor.
- When you request a special request you are setting the return date and time. You are responsible to return the equipment by the time requested, **OR LATE FEES WILL BE CHARGED.**

EQUIPMENT THAT IS NOT ALLOWED TO LEAVE THE BUILDING

- Certain equipment cannot leave the building. This equipment includes
 - DVC PRO video decks
 - Leaf Aptus 65 Digital Back
 - Kodak DCS ProBack + Digital Backs

- Norman Studio power packs and strobe heads
- Mamiya RZ Cameras
- All dark room equipment including chemistry

Equipment restrictions

- Certain equipment requires training before being used or checked out. In the next section is a list of Photo and AV equipment that require training certification before they can be checked out.
- No student will be permitted to checkout equipment without having taken the proper class corresponding to the use of that equipment.

AV EQUIPMENT

- | | | |
|--|----------------------------------|------------------------|
| ○ JVC DV5000 Mini DV's | VP130 | Video II |
| ○ Panasonic DVX100 24P | VP120-VE241 | Video I & Video for VE |
| ○ Video Light kit | VP120-VP136-DFV120 | Video I & Lighting I |
| ○ Lowell Light kit | VP214/DFV21 | Lighting II |
| ○ 16mm film camera | DMP310 | Film I |
| ○ B-1 Mics, C3 studio mics | VP232-VP212 | |
| ○ Panasonic HVX200 | VE372-DMP432-DFV410-CC478-DFV325 | |
| ○ Audio Field Mixer - | VP212 or VFX2 | |
| ○ Microtrack II and Zoom H4 | VP212-VP232 | |
| ○ Sennheiser 416 & ME67 shotgun mics - Certification is only available to DMP students through a workshop offered by Cy Anderson or Andy Briskar | | |
| ○ Steadicam Flyer – Certification is only available to DMP students through a workshop in which a student has passed Film I. | | |

PHOTO EQUIPMENT

- | | | |
|--------------------------------|--|--------------------------|
| ○ Mamiya RZ67 | PH222 | Portraiture |
| ○ Mamiya RB67 | PH222 | Portraiture |
| ○ Kodak DCS ProBack | PH212/PH222/PH224 | |
| | Studio Photography/Portraiture/Advanced Studio Technique | |
| ○ Leaf Aptus 65 Digital Back | PH212/PH222/PH224 | |
| | Studio Photography/Portraiture/Advanced Studio Technique | |
| ○ Canon 10D/ Digital Rebel/30D | PH213 | News Photography |
| ○ 4X5 Field Camera (all types) | PH132 | Large Format |
| ○ 35mm Film Cameras | FND-134 | Photography |
| ○ Monolights | PH212/PH222 | Studio Photo/Portraiture |
| ○ Norman Monolights | PH212/PH222 | Studio Photo/Portraiture |
| ○ Diffusion Panels | PH222/PH224/PH231 | |
| | Portraiture/Advanced Studio Techniques/Editorial Photography | |
| ○ Pocket Wizard | PH212/222 | Studio Photo/Portraiture |
| ○ Power Packs | PH212/222 | Studio Photo/Portraiture |
| ○ Strip Soft Boxes | PH212/PH222 | Studio Photo/Portraiture |
| ○ Octagon Soft Boxes | PH224/PH323 | Adv Studio Tech/Port II |

Learners Permits

- While a student is learning the usage of equipment during one of the above mentioned classes, an instructor will give out a temporary card that will allow the student to go to the cage/cave and have access to the equipment they are learning. The permit is only valid during the time of the class.
 - After a student successfully completes in-class instruction, the instructor will email the names of the students that pass, to the cage supervisor. At that time the student will be able to checkout the equipment they have been certified to use.

Customer responsibilities

It is the responsibility of all customers to verify the following checks before leaving the counter with equipment to avoid being responsible for damaged equipment and or late fees.

- ✓ **Verify** Due date and time is correct on receipt
- ✓ **Verify** the receipt matches what you are taking
- ✓ **Verify** all equipment is in good physical condition
- ✓ **THOROUGHLY READ & VERIFY RECEIPT BEFORE YOU SIGN**

What does a customer acknowledge when they sign the receipt?

- Students assume full responsibility for any damage to, or loss of, equipment checked out in their name.
- Students attest that they have been trained on the proper use and assume all liability associated with its operation.
- Students acknowledge that they will be the only individual using this equipment.
- Students agree that the checked out equipment will be used exclusively for school work.
- If you are signed up for overnight equipment on the weekend and do not need it you must cancel your reservation. By not taking equipment that you signed up for takes away the possibility for someone else to use it.

As a student how can I protect myself from getting charged for damaged equipment?

- ✓ Thoroughly check the physical condition of the equipment before you leave the counter.
- ✓ Take out the checklist in the camera case and check each aspect yourself before you leave the cage.
- ✓ Treat the equipment like it is your own and use common sense. Don't leave equipment in a car overnight, don't expose a equipment to extreme conditions (heat or below freezing conditions), don't use the equipment in the rain.
- ✓ Never leave equipment unattended.
- ✓ Never do a group project with a student that you are uncertain how they will treat the equipment.
- ✓ Point out any irregularities to the Cage personnel and have it documented on your receipt.

General responsibilities

- All cameras must be in its carrying case correctly and all cables must be neatly wrapped.
- Lights need to be cooled off before packing them back into the case.

- All video equipment is inspected and tested when it is brought back to the cage. While the equipment is getting inspected the customer must wait at the counter while the tester inspects all equipment in case there is an issue. No equipment will be checked without the customer present. Only students that have class at 8am may come back during their break or after class to have their equipment checked. The equipment will be set aside until the student returns to have their equipment checked.

LATE FEES

Why do we have late fees?

- To ensure that the Cage-Cave has enough equipment to service students who need equipment for class time.

What is considered one item?

- Some equipment comes in kits with many accessories inside, all items in a kit or carrying case will be considered as ONE item in regards to late fees.
- Extra accessories of a limited supply outside of a regular kit, such as batteries and memory cards, will be considered additional items and charged individually and accordingly for late fines.
- You are **strongly advised** to review the DUE DATE AND TIME carefully at the time of checkout before you leave the counter.

What if I have a valid reason for being late?

- We recognize that from time to time there are circumstances that are out of a customers control (Sickness, death in the family, flat tire, power went out and alarm clock didn't go off etc..). If you are a responsible student with a good standing with the cage, you may ask the supervisor to waive a late fee.

How do I pay a late fee

- Late fees can be paid at the Accounting Dept on the 5th floor. Fines charged for late equipment cannot be added to a student's tuition account and cannot be paid with financial aid loan funds. The Accounting Department will track the accumulation of fines.

What if I can't afford to pay a late fee?

- Students are suspended from all checkout services in the Cage-Cave and IDT until late fees are paid. Any late fees of \$50 or higher must be paid in full before The Art Institute of Pittsburgh will provide a graduating student with their diploma. The late fee hold with the registrar will stay on the student until the fee is paid.

What if I don't agree with the late fee?

- Talk to one of the Cage/Cave supervisors. Do not direct your complaints to student employees.
- If you cannot resolve an issue with the cage/cave supervisors, or you are not satisfied with their decision, a student has the right to appeal the decision. You may then contact the following people in this order.
 - Wayne Simco (Technology Support Supervisor) 412-291-6346
 - George Albert (Director of Technology) 412-291-6365
 - Steve Butler – Assistant Dean – 412-291-6323

- Alberta Certo – Assistant Dean – 412-291-6258
 - Vice President of Academic affairs
 - George Pry - President
- Lack of a signature on the borrower’s agreement does not prevent late charges from being assessed. Acceptance of the equipment at the time of checkout is acceptance of all checkout policies including possible late fees that may be incurred.
 - Any late fees, repairs, or replacements costs of \$50 or higher must be paid in full before The Art Institute of Pittsburgh will provide a graduating student with their diploma.

Scheduling Lab time and lab reservations

- The following labs remain locked and are available only through reservations in the cage/cave.
 - G31 – Video Green Room/Photo studio
 - G11 – TV control room
 - TV studio
 - Audio Control room
 - G23 – Audio Studio A
 - G24 – Audio Foley room
 - G25 – Audio Studio B
 - G26 - Audio Isolation room
- **No student can reserve more than 8 hours of lab time per week and no more than 4 hours per day (except the audio studios, see Audio studio section)**
- **It is the responsibility of each student to lock the lab they have reserved after they are done using it.**
- You may reserve G20 or G21 but not both at the same time.

Reserving the Audio Studio Labs

Rules and Regulations:

- **Control Room A, Control Room B, and the Foley Room can only be reserved and used by authorized students only.** A current list of
- authorized students can be found in this book. Authorization by Mr.
- Briskar or Mr. Anderson is not needed for any student that is on the
- authorized list.
- **Isolation Booth may be reserved and used by all students. No**

- **special authorization is needed.**
 - No Student can reserve more than EIGHT (8) HOURS of lab time per WEEK.
 - If a studio space is not occupied within TWENTY (20) MINUTES after reserved time, the student who reserved the lab will forfeit their time.
 - Control Room A and Control B may not be reserved by the same student at the same time. The Foley Room and Isolation may be reserved with any control room.
 - You are responsible...
 - For any one that you allow in the lab.
 - For the equipment and condition of the room when you are using the labs. The labs should be left clean and orderly. If items are moved they should be put back.
 - To alert the cage if the lab is found in an unsatisfactory condition.
 - To turn off the speakers when you are finished.
 - To make sure the door is closed and locked when you leave.
 - **Your privileges to use these labs may be revoked if any of these rules and regulations listed above are not followed**
- **GROUP PROJECTS**
 - Equipment cannot be checked out to more than one person at a time. The person in the group that checks out the equipment assumes responsibility for the care and security of that equipment.
- **SUSPENSION FROM CHECKOUT SERVICES**
 - Any student checking out equipment for another student that is suspended from checking out equipment.
 - Student will be suspended until disciplinary actions, through the Academic Department Chair, has been made.
 - Failure to cancel overnight equipment requests.
 - 2 week suspension from overnight checkout

QUARTERLY BREAKS

- Breaks between quarters range anywhere from 1 week to 4 weeks.
- No check-out of equipment from the Cave-Cage during breaks between quarters. The only exception to this is if an administrator (i.e. Dean, Department Chair, DOT, PR Director, etc..) asks for, and authorizes, the check-out of equipment for school-related purposes and needs. All requests for equipment over break must be submitted by an administrator to the Director of Technology no later than **14 days** before the quarter ends.
- All equipment must be returned to the cage no later than **5** business days before the break ends for inventory and preventative maintenance.
- No equipment leaves during a one week break, no exceptions.

CONTACTING THE CAGE

- There are 3 ways to contact the cage/cave area from outside the building.
 - Call 412-291-6200, select option 2, Dial 7053 then hit #, hit # again to confirm.
 - Call 412-291-6314 video equipment supervisor (Dave King).
 - Call 412-291-6249 photo equipment supervisor (Jim Bollman).

COMPLAINTS POLICIES

- If a student has a complaint about the cage/cave they must follow the guidelines listed below.
 - Direct your complaints to one of the Cage/Cave supervisors. See Contact section above. Do not direct your complaints to student employees.
 - If you cannot resolve an issue with the cage/cave supervisors, or you are not satisfied with a decision, a student has the right to appeal the decision. You may then contact the following people in this order.
 - Wayne Simco (Technology Support Supervisor) 412-291-6346
 - George Albert (Director of Technology) 412-291-6365
 - Andres Tapia-Urzuza – DMP and VEMG Department Chair
 - Andy English – Photo Department Chair
 - Steve Butler – Assistant Dean

CONDUCT POLICIES

- All students that come to the cage/cave for assistance or equipment **must** observe the following conduct policies.
 - All students **must follow** the Student Conduct Guidelines set forth by The Art Institute of Pittsburgh Student Services Department.