

Policies on graduates and their equipment privileges

All graduates are permitted to use AIP equipment such as computers, darkrooms, video or photographic cameras and video editing for portfolio update work only. This is not intended for freelance work. **No equipment can be signed out, by a graduate, to leave the building.** The student must be verified as having successfully graduated to be eligible. The graduate must submit a request in writing to the Academic Director of the Department involved. This request must be approved before any time can be reserved. The request must list what is to be done, the estimated length of time needed to complete the work and dates they want to attend. **The time will be limited to the first 6 weeks of the quarter.** After their request has been approved, the Academic Department Director will notify the Library. The graduate will go to the Library to receive a **validation sticker for their photo ID that will be color coded.** Currently enrolled students have priority and, if needed, a graduate must yield the equipment being used to the undergraduate. These guidelines do not apply to undergraduates who are taking a quarter off from school. They are denied access to the equipment until they are enrolled and are in attendance with the registrar.