



**The Art Institute  
of Pittsburgh®**

**Media Center**

**Checkout policies**

## EQUIPMENT AVAILABLE FOR CHECKOUT

- Mac research laptops
- PC portfolio laptops (requires permissions)
- Software evaluation laptops (restricted to faculty)
- Point and Shoot cameras (tripods available)
- Wacom tablets

## STUDENT ID'S

- No equipment will be checked out to a student without presenting a **current and valid** AIP school ID.
- 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. All classroom checkout equipment must be returned by 9:35 pm.
    - **Scheduled classes have 1<sup>st</sup> 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 9:30 pm on weekdays, 4:30 on Saturdays.
    - Failure to return equipment on time will result in late fees.
  - **Second type – OVERNIGHT CHECKOUTS**
    - Students may borrow Media Center equipment for 1 weekday night or for weekend checkout.

### AVAILABLE PICKUP AND RETURN TIMES INCLUDE

- Monday 5PM till Tuesday 8AM
- Tuesday 5PM till Wednesday 8AM
- Wednesday 5PM till Thursday 8AM
- Thursday 5PM till Friday 8AM
- Friday 5PM 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 Media Center equipment supervisors will determine if the request can be approved.
    - Requests will be considered in the order they are received.
    - **The Media Center cannot guarantee equipment availability.**
- Equipment must be returned by 8:00 am the next day or a suspension period will be enforced.

## HOW DO I REQUEST OVERNIGHT EQUIPMENT?

- There is an overnight signup book for Media Center equipment.
- The overnight book is setup as follows.
  - 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 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	<b>Panasonic AG-DVC7 1 Chip</b>	6
7 Jacob Koestler	1 Caroline Hudacsek	7
8 Amber Massic	2 Luke Cervi	8
9 Kai Marsh	3 George Robertson	9
<b>Panasonic DVX-100A 24p</b>	4 Nicole Belanger	10
1 Josh Bowen	5	<b>Panasonic HVX200</b>
2 Dan Moninger	6	1 Lynn Steiner
3 Co Bappe	7	2 Lindsey Cooley
4	8	3 Kerianne Kilgo
<b>Panasonic DVX-100B 24p</b>	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 late 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 Media Center counter and find the Special Request folder in the book.
- 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 5PM 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 Chair.***
- 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.**

## LAPTOP ACCESS PRIVILEGES

- The Media Center has 3 different types of laptops available
  - **Mac research laptops for students**
    - These laptops are designed for students who do not have laptops that would like to do research and write papers while at AiP. These laptops have Microsoft Office and Wireless Internet Access with shortcuts to AiP’s website, Library web page, and Technology webpage. Students are able to check out these laptops in 4 hour periods. Laptops for students do not leave the building and are not available for overnight or weekend checkout.

- **Portfolio laptops for student's** in pre-determined classes which have been requested by an instructor. Laptops for students do not leave the building and are not available for overnight or weekend checkout.
- **Software evaluation laptops for faculty**

**ALL CUSTOMERS MUST VERIFY THE FOLLOWING BEFORE LEAVING THE CAGE**

- ✓ **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

**IF THERE IS A PROBLEM WITH THE RECEIPT OR EQUIPMENT YOU MUST ADDRESS THE PROBLEM BEFORE YOU LEAVE MEDIA CENTER.**

## **BE SMART: 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 sign up for it takes away from someone else to use it.

### **RETURNING MEDIA CENTER EQUIPMENT**

- All equipment must be returned in the same condition as when checked out.
- All cameras must be in its carrying case correctly and all cables must be neatly wrapped.
- A parent/roommate may return equipment for you as long as the original borrower understands that they are fully responsible for the equipment until it is checked in.

## **LATE FEES**

### **Why do we have late fees?**

- To ensure that the Media Center 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 customer's 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.

#### **What is the proper procedure for requesting a waived late fee?**

- Talk to a supervisor when you return your equipment. Explain why you were late and ask if it is possible for the fee to be waived.

#### **Suspension from all checkout services**

- **Students that return equipment late to the checkout counter will be suspended from ALL checkout services until all late fees have been paid.**
  - Late fees can be paid at the Accounting Dept on the 5<sup>th</sup> 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. Checkout privileges remain suspended until fines are paid.
- 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.

- **CONTACTING MEDIA CENTER**

- There are 3 ways to contact the Media Center from outside the building.
  - Call 412-291-6200, select option 2, Dial 7009 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 supervisors. See Contact section above. Do not direct your complaints to student employees.
  - If you cannot resolve an issue with the Media Center 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
    - Bob Roesenthaler (Director of Technology) 412-291-6365

#### **CONDUCT POLICIES**

- All students **must follow** the Student Conduct Guidelines set forth by The Art Institute of Pittsburgh Student Services Department.