

**Policy for Equipment and Facility Usage, Axinn Center,
Film & Media Culture Department
Effective Fall 2010**

The primary purpose of the media production equipment and facilities housed in the basement of the Axinn Center is to support the production activities of the Film and Media Culture Department (FMMC) and its students. The priority for use is always to support credit-bearing coursework, including independent and group projects. Please see the Policies and Procedures for Non-Curricular Use for all other requests.

Policies and Procedures for Equipment Usage

Students must be currently enrolled in an FMMC course with a production component and must present their Middlebury ID to check-out equipment.

Before any equipment can be borrowed, students must complete the Equipment Use Contract/Facility Use Contract, which will be handed out in classes and will be available at the equipment office.

Users are only allowed to checkout equipment that they have received training on, either within classes, formal workshops, or self-scheduled sessions with FMMC staff.

Equipment can only be checked in and out Monday through Friday, between 10 am – 12 pm, or by appointment.

Equipment can be checked out for three days at a time. Equipment that has not been requested by other users can be renewed, but users must bring equipment physically back to the equipment office during checkout hours to be inspected by staff.

It is the responsibility of all borrowers to inspect equipment upon checkout to ensure it is in proper condition and contains all accessories – if damaged or missing parts are not identified upon checkout, it will be assumed to have occurred during the user's possession. Borrowers are expected to return equipment in the same condition they received it, aside from any expendable materials and normal wear and tear. If equipment is returned in damaged or incomplete condition due to student neglect, or not returned at all, **students will be charged appropriate replacement costs for the equipment, and subsequent borrowing and usage privileges will be suspended until charges have been billed.**

Negligent and unprofessional use of equipment violating these policies will have a direct impact on grades for FMMC courses with a production component.

Policies and Procedures for Facility Usage

The primary purpose of the facilities in the basement of Axinn is to support FMMC courses and projects by enrolled students and departmental faculty and staff. This includes the following rooms and the equipment housed within:

- 001 Production Studio
- 002 Animation Lab
- 011 Multimedia Lab
- 012 Audio Suite
- 013 Recording Booth
- 014 Advanced Editing Suite
- 016 Viewing Room

At the beginning of each semester, each student enrolled in a course with a production component or independent study project will be granted keycard (Student ID) access to the relevant rooms for their coursework. If a keycard is lost please follow the guidelines established by public safety here:

<http://www.middlebury.edu/offices/health/publicsafety/MiddCard/FAQ>

Students enrolled in courses with a production component will be granted unrestricted access to the Axinn Center from 9am Sunday – 10pm Friday. Students will also have access to the Axinn Center during normal weekend hours from 9am – 10pm on Saturdays.

*** PLEASE NOTE: AFTER 11PM PLEASE ENTER AND EXIT THROUGH THE TWO MAIN ENTRANCES. THIS INCLUDES THE DOOR FACING THE MCCOULLOUGH STUDENT CENTER AND THE DOOR FACING RT. 30 AND THE ADMISSIONS OFFICE. AN ALARM WILL SOUND AND PUBLIC SAFETY WILL BE NOTIFIED IF THE OTHER EXITS ARE USED AFTER 11PM.**

Students are only allowed to use the production spaces that they have received training on and that are relevant to curricular use. If all the available workstations are in use, FMMC staff can authorize students to use additional rooms as needed.

Only trained and enrolled users are granted access to the FMMC facilities. Users with access will be held responsible if they allow non-authorized users to access the facilities and equipment, or if they neglect to close doors when leaving a lab space.

Use outside of the FMMC curriculum will be allowed on a case-by-case basis, following the policies for non-curricular use detailed below. All users are expected to follow College Handbook policies for computing, networking and responsible use as established by LIS, available at <http://www.middlebury.edu/about/handbook/lis>.

Negligent and unprofessional use of facilities violating these policies will have a direct impact on grades for FMMC courses with a production component.

Policies and Procedures for Non-Curricular Use

The Film and Media Culture Department supports students' creative work extending beyond the boundaries of coursework, and we aim to help facilitate our students' work through technical support and access to our equipment. Additionally, the Axinn facilities belong to the entire college community, and thus other offices and departments can request use of facilities, as long as they do not conflict with curricular needs and follow established policies for use.

The following policies apply to all FMMC equipment and facilities stored or housed in the basement of Axinn, including equipment for check-out, use of post-production facilities, and the production studio space. Members of the Middlebury community should be aware of other video equipment available at the Library, including general check-out of cameras and microphones, and accessible workstations with video editing software in the Library and Axinn 105.

Students interested in using equipment and facilities for purposes outside of FMMC coursework must **make a formal proposal** to the Chair of FMMC. In that proposal, describe the nature of the project, the specific equipment and facilities you wish to use, explain your prior experience with that equipment, and provide a timetable for your use. The Chair will consult with faculty and staff about availability of the requested equipment, previous experiences with the relevant students, and the feasibility of the project. Students should expect to receive a response within two weeks – please allow adequate time to assess proposals before equipment is needed.

It is expected that students will have relevant training within FMMC courses before being granted access to equipment outside of these courses – typically this will entail having taken Sight & Sound 2, although certain equipment might be covered in other courses. Students who have their proposals approved will be expected to share the results of their project with the FMMC program, either through informal screenings or a departmental event. Extracurricular organizations, community groups, or students who have not enrolled in FMMC courses are encouraged to seek assistance from other resources on-campus to support their efforts, such as LIS and MCAB.

Middlebury faculty and staff not affiliated with FMMC, including summer programs including Breadloaf and Language Schools, can request use of Axinn equipment and facilities; however such use will be considered lower priority than FMMC curricular, non-curricular student, and FMMC faculty and staff usage. Faculty or staff should contact Ethan Murphy with requests, detailing the precise equipment and/or facilities being requested, the names and technical experience of people who will be using the equipment, and an anticipated timetable for use. When possible, FMMC staff can train users and provide technical support, but FMMC staff will not undertake productions or recordings directly. Faculty and staff should consult with LIS or College Communications regarding media services and/or productions.

Note that students, faculty, and staff may be allowed to access equipment both during the teaching calendar and during winter and summer breaks; however coursework will

always take precedence, which might necessitate returning equipment two weeks before the start of a term for inventory and maintenance. All users of college equipment take responsibility for their proper use, including following the College Handbook for codes of conduct, LIS policies, and all policies detailed above for FMMC curricular use, ensuring careful use and supervision of the equipment to avoid damage or loss.

For more information or clarification, contact:

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