



# Media Stockroom Handbook

SMFA AT TUFTS |

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# Media Stockroom Handbook

## MISSION STATEMENT

The purpose of the Media Stockroom is to allow all students within the SMFA@Tufts program the ability to access the equipment they need to create artwork and facilitate their studies. The Media Stockroom gives equal opportunity to all students to use the equipment that the Stockroom offers with proper clearance and training. Use of the Media Stockroom as an equipment resource is a privilege and not a right. Misuse of equipment and a pattern of breaking Stockroom rules can result in a loss of privileges.

## GENERAL CONDUCT

Students, faculty, and staff are not allowed in the Media Stockroom unless given direct permission from a Media Stockroom manager. Stockroom employees will treat students with respect and professionalism and should be treated the same in return. Rude or disrespectful behavior or harassment of any sort will not be tolerated and may result in a loss of privileges. The rules of the Stockroom Handbook are to be followed by not just students, but also faculty and staff members.

## CHECKOUTS

You must be a valid Tufts student and enrolled in courses for the present semester to have access to check out equipment through the Media Stockroom. Most equipment can be checked out for a period of 48 hours during the week or 72 hours over the weekend. Phone and computer chargers can only be checked out for 24 hours. Extended checkouts are available to students working on long term projects, however all requests must be first cleared with a faculty advisor as well as a Stockroom manager.

All equipment that is checked out should be thoroughly inspected for damage and/or missing parts and accessories prior to checkout. Notify a Media Stockroom employee if there is a problem with your equipment before you leave the counter. When checking out equipment, pay close attention to the return time. It is your responsibility to know when your equipment is due and to return it on time. You can always ask for a printed receipt or email of your checkout if you are prone to forgetting your return time.

If equipment malfunctions, breaks or has any problems while in use, let the Stockroom know as soon as possible. The sooner we know about broken or malfunctioning equipment, the sooner we can get it fixed. Willful and deliberate abuse will result in a fine, regardless of the age or condition of the damaged equipment.

# Media Stockroom Handbook

## RESERVATIONS

Reservations can be made in person at the Media Stockroom window or online using the Patron Portal. No reservations will be accepted over the phone. Equipment may be reserved up to two weeks in advance. Reservations for equipment in high demand may be restricted if it seems that everyone is not getting an equal opportunity to access that equipment. Students and faculty can make a reservation for the same amount of time as a regular check out: 48 hours during the week and 72 hours over the weekend. You cannot reserve equipment that you are not authorized to check out.

## AUTHORIZATIONS

Authorizations are given for specific pieces of equipment and well as keys to classrooms and studio spaces. If you are unsure as to whether you need to be authorized for a certain piece of equipment, feel free to ask a Media Stockroom employee or look at the equipment database on the Media Stockroom website. Faculty members or studio managers must fill out the Class Authorization form to validate the students who have been properly taught how to handle authorized equipment. Students will only be authorized for equipment that their faculty members (or studio manager) have cleared them for. Individual student authorizations can also be done using the same form.

Classes will be given priority to equipment that is in limited supply. Students cannot authorize other students to use equipment, keys, or facilities. Authorizations for equipment and facilities generally do not expire until graduation (some exceptions may apply and are at the discretion of the Media Stockroom managers, faculty members, and Tufts Department of Public and Environmental Safety.)

If you wish to take out a piece of equipment or a key that you are not authorized for and will not be authorized during a class, you can contact a faculty advisor or the appropriate studio manager. Authorizations cannot be done on the spot; plan ahead!

Under NO circumstances may equipment be checked out under someone else's name; this includes teaching assistants checking out equipment for faculty members. To solve this problem, teaching assistants should be cleared for all equipment that will be used in class ahead of time so that they can check it out under their own name.

# Media Stockroom Handbook

## **STUDIO MANAGERS**

The current Studio Managers are as followed:

Lani Asuncion, Media Arts Studio Manager

Stephen Bailey, Educational Technology Coordinator

“Legs” Adam Cowell, Welding Studio Manager

Tanya Crane, Small Metals Studio Manager

April Franklin, Graduation Studio Manager (Mission Hill)

Chris Maliga, Photography Studio Manager

Dael Mundy, Media Arts Studio Manager

Jason Pacheco, Ceramics Studio Manager

Julie Playl, Print and Graphic Arts Studio Manager

Laura Beth Reese, Fine Art Printing Manager (APL)

Simon Remiszewski, 3-D Printing and Laser Cutting Manager (APL)

Brad Spavin, Woodshop Studio Manager

Greg Mahoney, Asst Director for Studio Operations and Educational Technology

## **ORIENTATION FOR DARKROOMS AND FILM PROCESSING**

Every student who wishes to work in the darkrooms or process film must complete a darkroom and film processing training session with a photo faculty member or the photography studio manager. This orientation will inform the student of area policies, procedures and health and safety regulations. It is only after this orientation will students be able to checkout darkroom and film processing equipment from the Media Stockroom. Group sessions are held at the beginning of each semester and usually take place within the lunch block. Contact Chris Maliga, the photography studio manager, for more information.

# Media Stockroom Handbook

## RENEWALS

To renew a piece of equipment that you have checked out, bring the equipment to the stockroom prior to the original return time. If the equipment is not reserved for someone else, it can be renewed. Equipment can be renewed twice before it needs to be returned. At this time, renewals will not be given over the phone and cannot be done using the Patron Portal.

## RETURNS

Equipment should be returned on time, in the same condition it was checked out in. This means all equipment should be returned in its case and with all accessories, in neat and proper order; all cables should be coiled and tied, and all surfaces should be clear of tape. Absolutely no equipment will be accepted if it is wet or dirty, or covered in any questionable material.

Responsibility for the equipment during usage is that of the patron until it is returned to the Media Stockroom. If a piece of equipment is stolen, lost or returned damaged, broken or with missing parts, your situation will be assessed by the managers and you may be charged a fine to your account for misuse. The amount of the fine is at the discretion of the Media Stockroom managers. Any issue with the fine accrued should be addressed with the Media Stockroom managers, and if a situation cannot be resolved then the assistant dean may become involved.

Equipment should never be left unattended; this includes any and all darkroom equipment. Leaving equipment on the Stockroom counter or at the guard's desk does not constitute a return of equipment and is subject to an abandonment fine (an automatic \$20.00 fine). If you have checked out equipment, it is your responsibility to return it; friends should not be returning equipment for you.

## LATE EQUIPMENT AND FINES

If equipment is returned late, you will be required to pay a fine before you can reserve or check out additional equipment. The amount of the fine is \$20.00 per day for every day the equipment is overdue. A reduction of the fine is at the discretion of the Media Stockroom managers.

If you know that you are going to be late due to extenuating circumstances, please call the Media Stockroom as soon as possible. The Stockroom reserves the right to put a hold on Review Boards or graduation pending the return and/or payment of outstanding equipment or fines.

# Media Stockroom Handbook

## **KEYS, CLASSROOM & STUDIO ACCESS**

Keys should never leave the building. If you are planning on leaving the building for any reason and have a key checked out, you must return it to the Media Stockroom before you go. Keys are always due back by the time the Media Stockroom closes. The Media Stockroom does not hold keys for every classroom or studio. The keys we do have are listed on the Media Stockroom website. Contact the studio manager for the area you would like to work in if the Media Stockroom does not have the keys.

## **OVERNIGHT POLICY**

All Media Stockroom equipment is allowed overnight usage except for room keys. If you are registered to stay overnight, keys must be returned the the Media Stockroom window prior to close (10pm Monday through Thursday, 6pm Friday through Sunday) and access must be gained through the guards desk. Students are responsible for keeping all work areas clean. If you are working in a classroom, darkroom or have checked out a key to a room, you are responsible for making sure that the area is clean and orderly before you leave. Any trash or personal items should be removed and any spills cleaned up.

## **SNOW DAYS AND UNEXPECTED CLOSINGS**

The Media Stockroom runs on the same schedule as Tufts University. In the event that Tufts is closed due to weather or other unforeseen circumstances, equipment will be due the day following the closing. If you have reserved equipment and there happens to be a closing, unfortunately we will not be able to accommodate your equipment request. If the SMFA happens to stay open but the weather conditions are rough, we will try to alert those affected and post any disruptions on the Media Stockroom website.

## **CONTACTS**

Dan O'Connor, Day Manager of the Media Stockroom  
dan.oconnor@tufts.edu

Cassandra Klos, Night Manager of the Media Stockroom  
cassandra.klos@tufts.edu

Media Stockroom direct phone number  
617-672-0022

# Media Stockroom Handbook

## SIGN & RETURN

By signing my name below, I have read the Media Stockroom Handbook and I am aware of the policies and responsibilities that come with checking out equipment and keys at the SMFA Media Stockroom.

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print name

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date

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signature

Manager Use Only

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MANAGER \_\_\_\_\_ ENTERED INTO WCO \_\_\_\_\_