



Media Stockroom Handbook

SCHOOL OF THE MUSEUM OF FINE ARTS AT TUFTS UNIVERSITY

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MISSION STATEMENT

The purpose of the Media Stockroom is to allow all students, faculty and staff within the SMFA at 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 certain equipment requiring 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 not adhering to Stockroom policy can result in a loss of privileges.

GENERAL CONDUCT

Media 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 the loss of privileges. The rules of the Stockroom Handbook are to be followed not just by students, but also by faculty and staff members.

CHECKOUTS

- Checkouts can be made in person at the Media Stockroom window or via a reservation form on the Media Stockroom Website: <http://sites.tufts.edu/mediastockroom>.
- The maximum checkout time is one week.
- Please make reservations 48 hours in advance to allow for requisite cleaning and preparation of equipment.
- Pick ups will be done at the Media Stockroom Window or from a locker in Room B008, just down the hall from the Media Stockroom.
- 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 one week. 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 the Stockroom manager.

EQUIPMENT CARE

All equipment that is checked out should be thoroughly inspected for damage and/or missing parts and accessories prior to checkout by stockroom staff and by the patron checking out the equipment. Notify the stockroom staff if there is a problem with your equipment when you pick it up. When checking out equipment, pay close attention to the return time. It is your responsibility to know when your equipment is due, and please return it on time. You can always ask for a PDF receipt or print out of your checkout, if you'd like it to reference later or simply want a full list of your items.

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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.

RESERVATIONS

Reservations can be made at the Media Stockroom Window B004 or via a Equipment Reservation Form online - see the Media Stockroom Website: <http://sites.tufts.edu/mediastockroom>. 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: Standard checkouts are one week and can be longer depending on need and availability of the equipment. If someone else reserves the same equipment you will not be able to renew your current equipment. You cannot reserve equipment that you are not authorized to check out. Please contact dan.oconnor@tufts.edu to make arrangements to get cleared.

AUTHORIZATIONS

Authorizations are given for specific pieces of equipment. Faculty members or studio managers must fill out the Class Authorization Form (online at <http://sites.tufts.edu/mediastockroom> or available at the Media Stockroom Window) 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. Authorizations for individual student can be done using the same form.

Authorizations for equipment and facilities generally do not expire until graduation.

Authorizations cannot be done on the spot; please 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.

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CONTACTS

Dan O'Connor, Media Stockroom Manager - dan.oconnor@tufts.edu

Media Stockroom direct phone number - 617-672-0022

Studio and Service Managers

Associate Director SMFA Studio Operations and Educational Technology - Gregory Mahoney

Studio Operations Manager - Laura Beth Reese

Senior Studio Manager, Welding - Adam "Legs" Cowell

Senior Studio Manager, Photography - Chris Maliga

Studio Manager, Media Arts - Ben Aron

Studio Manager, Drawing, Painting, Animation - Helen Driscoll

Studio Manager, Mission Hill Fabrication Studio - April Franklin

Studio Manager, Woodshop - Jay Kaplan

Studio Manager, Digital Fabrication - John O'Keefe

Studio Manager, Medford Studios - Vinny Martin

Studio Manager, Print, Paper, Graphic Arts - Louis Meola

Studio Manager, Ceramics, Moldmaking, Plaster - Stephen Powers

Educational Technology Coordinator - Stephen Bailey

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 necessary 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. Contact Chris Maliga, the senior studio manager of photography, for more information.

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RENEWALS

To renew a piece of equipment that you have checked out, please visit the Media Stockroom Window or email: dan.oconnor@tufts.edu and request an extension prior to the original return time. If the equipment is not reserved for someone else, it will be renewed. Equipment can be renewed 1 time before it needs to be returned. Please ask for an extended checkout if you think you need equipment for more than a couple weeks. At this time, renewals will not be given over the phone, so please visit the Media Stockroom or email dan.oconnor@tufts.edu for renewals.

RETURNS

Equipment should be returned on time to the same location where you picked it up (either the Media Stockroom B004 or a locker in B008), and in the same condition it was checked out. 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 or markings. 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 manager, and if a situation cannot be resolved then an Equipment Issue Committee will be consulted.

Equipment should never be left unattended. Leaving equipment on the Stockroom counter after closing time or at the guard's desk does not constitute a return of equipment and is potentially subject to an abandonment fine (an automatic \$20.00 fine per item). If you have checked out equipment, you and only you are responsible for returning equipment on time.

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 per item for every day the equipment is overdue. A reduction of the fine is at the discretion of the Media Stockroom manager.

If you know that you are going to be late due to extenuating circumstances, please call or email the Media Stockroom as soon as possible. The Stockroom reserves the right to put a hold on Review Boards or graduation pending the

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return and/or payment of outstanding equipment or fines.

KEYS, CLASSROOM & STUDIO ACCESS

Most studios can be accessed with a Tufts ID by swiping at the the door handle. A few rooms have keys at the Media Stockroom for checkout. Areas such as Film Loading rooms or Multi Media Suites (B003) near the stockroom are accessed by physical keys.

Studio Access

Studios are open to all authorized students on the first day of classes and close on the last day of review boards.

Holidays

Studios remain open regular hours on the following university holidays.

- Indigenous Peoples' Day
- Veterans' Day
- Presidents' Day
- Patriots' Day

Thanksgiving

Studios close the Wednesday before Thanksgiving and reopen the following Saturday.

Spring Break

Studios are open only by appointment with a studio manager. Studio access may will be limited by studio maintenance priorities and staff availability.

Weather Closures

When classes are canceled due to inclement weather, the studios are closed. The Media Stockroom will work with students whose returns or reservations are affected by weather closures, to reschedule them and to resolve any fines that may result.

Semester Breaks

Semester breaks start after the last day of review boards and end the first day of classes.

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AGREEMENT FORM

- I have read the policies of the SMFA Media Stockroom as they are explained in the Media Stockroom Handbook, located online at <https://sites.tufts.edu/mediastockroom/> and agree to abide by them.
- I understand that I am financially responsible for any and all damage, loss or theft to/of any equipment or on-site facilities that I have signed out of the Stockroom, and agree to pay for the repair or replacement (at the discretion of SMFA at Tufts staff) of any such equipment or facilities.
- I agree to pay any and all fines for the late return of keys and/or equipment to the Stockroom.
- I agree to present my Tufts Identification Card in order to reserve and/or receive keys and/or equipment from the Media Stockroom.
- In the event of a theft I will file a Public Safety/Tufts University Police Report to help in the retrieval of the equipment or possible reduction in fines or penalties paid for damaged/ lost/ or stolen equipment.

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, listed both in the handbook and listed above on this form.

print name

date

signature

UTLN (Tufts Username - **Not** student ID)