

SMFA MEDIA STOCKROOM HANDBOOK 2023-2024

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MISSION STATEMENT

The Media Stockroom provides short-term equipment loans to all members of the Tufts community for the purposes of teaching and learning. All equipment housed in the Media Stockroom is available to all students, faculty, and staff (“users”), but some equipment requires that users are trained and authorized prior to use.

The Media Stockroom is an SMFA Studio Resource. The Media Stockroom Handbook provides users with information about policies and procedures that are specific to the operations of the Media Stockroom. Any questions about the handbook can be directed to the Media Stockroom email address smfamediastockroom@tufts.edu.

EQUIPMENT AUTHORIZATION

- ▶ Media Stockroom equipment is available for use by all Tufts students, faculty, and staff, regardless of their department or class enrollment.
- ▶ Some of the equipment in the Media Stockroom does not require training, but for more specialized, fragile, or high-value equipment, users may need to be authorized by a faculty member or studio manager prior to use. The goal of a training is to provide studio users with the basic instruction necessary to use a piece of equipment properly.
- ▶ Trainings on Media Stockroom equipment are often delivered by faculty during class time.
- ▶ Studio Managers can deliver equipment trainings to individuals or small groups outside of class time.
 - ▶ To request to be trained on a piece of equipment by a Studio Managers, users can contact the Studio Manager directly or email the Media Stockroom at smfamediastockroom@tufts.edu to be connected to a Studio Manager who can deliver a training.
 - ▶ Users should request trainings at least 2 weeks before they anticipate using the equipment.
 - ▶ There may be some pieces of equipment in the Media Stockroom that cannot realistically be taught by Studio Managers in the context of a training session.
- ▶ Teaching Assistants may deliver equipment training under the supervision of a faculty member.
- ▶ The following groups cannot deliver equipment training for authorization: Media Stockroom student staff, Assistants in Class (AICs) and students who have been trained. Any training or demonstration conducted by these groups does not meet the training requirement for equipment authorization.
- ▶ After a faculty member or Studio Manager delivers a training, they must submit a Media Stockroom Equipment Authorization form to confirm that the user has received the proper training.
 - ▶ The form can be submitted online through the Media Stockroom website or at the Media Stockroom window via a paper form.
 - ▶ It may take up to 2 business days for the authorization to go into effect.
- ▶ Media Stockroom equipment authorizations carry over from semester-to-semester until a user is no longer affiliated with the school.
- ▶ In the event of equipment abuse, misuse, or neglect, the Media Stockroom may require that users be retrained on equipment before they can check it out again.

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EQUIPMENT CHECKOUTS

- ▶ Media Stockroom users can check out equipment from the Media Stockroom window (B004) during our hours of operation.
- ▶ Most equipment can be checked out for up to a week at a time.
 - ▶ The checkout time for some high-use equipment may be limited at certain times during the semester to allow for more users to gain access.
- ▶ All users automatically receive confirmation emails of their checkouts with information about what they've checked out and the date and time that the equipment should be returned.

EQUIPMENT RESERVATIONS

- ▶ We encourage users to reserve equipment ahead of time to ensure that they have access to the equipment they want to borrow when they need it.
- ▶ Media Stockroom equipment can be reserved up to 2 weeks in advance.
 - ▶ Faculty can request that a recurring reservation be made for their class if they intend to use the same equipment in class every week.
- ▶ Equipment can be reserved for one week at a time.
- ▶ Reservations can be made at the Media Stockroom Window (B004) or via the Equipment Reservation Form on the Media Stockroom website. Reservations will not be accepted over the phone or via email.
- ▶ In-Person Reservations
 - ▶ Reservations made at the Media Stockroom window can only be picked up at the Media Stockroom window.
 - ▶ If a user does not pick up their reservation within an hour of their pickup time, the reservation will be cancelled to allow other users to check out the equipment.
- ▶ Online Reservations
 - ▶ Reservations made through the Media Stockroom website should be made at least 2 working days in advance of pickup.
 - ▶ Online reservations can be picked up from the Media Stockroom window or from the equipment lockers in B008.
 - ▶ Users who choose to pick up their reservations from the equipment lockers will receive an email when their reservation is ready to be picked up with the locker number and lock combination for the locker in which their equipment is located.
 - ▶ If a user does not pick up their reservation within 24 hours of their pickup time, the reservation will be cancelled to allow other users to check out the equipment.

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EQUIPMENT RENEWALS

- ▶ Users can renew each checkout one time for up to one additional week.
- ▶ Equipment renewals must be requested prior to the original return time. Users who request renewals after their equipment was due to be returned will be subject to a late equipment fine.
- ▶ All renewals must be requested in-person at the Media Stockroom window. Renewals will not be approved over the phone or via email.
- ▶ Users must bring the equipment that they'd like to renew to the window when they request their renewal because the equipment may be reserved for another user.
- ▶ Equipment cannot be renewed more than one time, but users who wish to continue to use a type of equipment for more than 2 weeks may swap it for a different piece of the same type of equipment.

EQUIPMENT RETURNS

- ▶ Users can return equipment to the Media Stockroom window during operating hours, or to the equipment lockers located in B008.
 - ▶ If returning to the equipment lockers, users should place the equipment in a locker designated for returns, lock the locker, and email the Media Stockroom email address smfamediastockroom@tufts.edu to confirm their return.
- ▶ All equipment must be returned prior to the checkout return time. Equipment that is returned late is subject to a late fine.
- ▶ Equipment should be returned in the condition in which they received it. Users should ensure the following:
 - ▶ All equipment is in its case and all accessories are present.
 - ▶ All cables are neatly wrapped and secured with a cable tie.
 - ▶ Equipment surfaces are clean and clear of tape or markings.
 - ▶ Equipment is not wet, dirty, or covered in questionable material.

Equipment not returned in this condition is subject to an abuse fine or replacement fee.

LATE EQUIPMENT RETURNS

Equipment that is returned after the checkout return date and time is subject to a pro-rated fine of \$10 per checkout for each day that the equipment is overdue. Users who cannot return their equipment on time due to extenuating circumstances should email the Media Stockroom immediately at smfamediastockroom@tufts.edu.

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EQUIPMENT RESPONSIBILITY AND CARE

Users assume full responsibility for all equipment that they've checked out from the Media Stockroom for the duration of the checkout. If equipment is lost, stolen, or damaged during a checkout, the user will be liable for the cost of replacing or fixing the equipment.

The Media Stockroom staff regularly checks equipment to ensure that it is in working order and all parts are present before it's checked out. We recommend that users inspect all equipment before removing it from the building. If a user finds that equipment has a missing part or is damaged in any way, they should notify the Media Stockroom staff immediately to avoid being held responsible.

Willful and deliberate misuse of equipment will result in a fine, regardless of the age or condition of the damaged equipment.

Users should never check out equipment from the Media Stockroom for another person to use and are liable for problems that arise when another person is using equipment that is checked out to them with one exception:

- ▶ Faculty members may check out equipment to use for the purposes of training student users. If problems arise or equipment is damaged during the training, the faculty will not be held responsible.

EQUIPMENT ABANDONMENT

Equipment that is left unattended in any area of the school is considered abandoned and is subject to an abandonment fine of \$20 per item. Equipment that is left at the Media Stockroom counter after closing time or at the guard's desk will also be subjected to the abandonment fine.

FINES

Users with outstanding Media Stockroom fines are not able to check out any equipment until they have paid their fine. To pay a fine, a user should bring the invoice that has been issued to them to the SMFA Art Store during their open hours. The receipt of payment should be delivered to the Media Stockroom window as confirmation of their payment.

KEYS

The Media Stockroom houses keys to some studios and classrooms at SMFA. These keys are subject to the same policies as all Media Stockroom Equipment with the following caveats:

- ▶ The checkout duration for keys is shorter than most other equipment.
- ▶ Users may check out keys overnight and return them to the mail slot on the Media Stockroom door.
- ▶ Under no circumstances should any keys leave the building. If a user removes a key from the building, they will be fined \$100 with no exception.

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USER AGREEMENT

Before checking out any equipment from the Media Stockroom, all students, faculty, and staff must sign the [Media Stockroom User Agreement](#), stating that they have read, understand, and agree to abide by the policies laid out in this handbook.