

# SMFA MEDIA STOCKROOM HANDBOOK 2024-2025

## CONTACT INFORMATION

**EMAIL:** [smfamediastockroom@tufts.edu](mailto:smfamediastockroom@tufts.edu)

**PHONE:** 617-627-0022

**WEBSITE:** <https://sites.tufts.edu/mediastockroom/>

**MANAGER:** Katy Scott-Harvey, [katy.scott\\_harvey@tufts.edu](mailto:katy.scott_harvey@tufts.edu) ( Monday – Friday 9:00am – 5:00pm)

OPERATING HOURS	
Monday	8:30am-10:00pm
Tuesday	8:30am-10:00pm
Wednesday	8:30am-10:00pm
Thursday	8:30am-10:00pm
Friday	8:30am-7:00pm
Saturday	10:00am-6:00pm
Sunday	10:00am-6:00pm

## OPERATING HOURS

- ▶ Access to the Media Stockroom begins on the first day of classes and ends on the last day of review boards.
- ▶ Access may be limited by student worker availability, especially during the first two weeks and last two weeks of the semester.
- ▶ The Media Stockroom is open on the following holidays:
  - ▶ Indigenous Peoples’ Day
  - ▶ Veterans’ Day
  - ▶ Presidents’ Day
  - ▶ Patriots’ Day
- ▶ The Media Stockroom is closed the Wednesday before Thanksgiving and reopens the following Saturday.
- ▶ When classes are canceled due to inclement weather, the Media Stockroom is closed.

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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”) regardless of their department or class enrollment.
- ▶ The purpose of the Media Stockroom is to allow all users 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 authorization and training.
- ▶ The equipment in the Media Stockroom is a shared resource. We encourage users to be mindful of this when checking out equipment.
- ▶ 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](mailto:smfamediastockroom@tufts.edu).

## EQUIPMENT AUTHORIZATION

- ▶ 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, achieve successful outcomes and prevent damage.
- ▶ Trainings on Media Stockroom equipment are often delivered by faculty during class time.
- ▶ The Media Stockroom Studio Manager and other 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 Manager, users can contact Studio Managers directly or email the Media Stockroom at [smfamediastockroom@tufts.edu](mailto: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.
- ▶ Students may be required to take a class to be trained on certain types of equipment because the nature of the equipment. For this equipment, Studio Managers cannot perform trainings.
- ▶ 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.

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- ▶ 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.
- ▶ 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.

## EQUIPMENT CHECKOUTS

- ▶ 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.
- ▶ If equipment is needed for longer than one week (for example, equipment will be installed in an exhibition), this must be arranged in advance with the Media Stockroom Studio Manager. This is approved on a case-by-case basis and is at the discretion of the Studio Manager.
- ▶ 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.
- ▶ It is a user's responsibility to ensure all equipment and accessories are present at the time of pick up. Media Stockroom staff must be notified of missing items as soon as possible.

## EQUIPMENT RESERVATIONS

- ▶ We encourage users to reserve equipment ahead of time to ensure that they have access to the equipment they need when they need it.
- ▶ 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 up to one week.
- ▶ 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.

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- ▶ On occasion, reserved equipment might suddenly become unavailable. This will be communicated to users as soon as possible and an alternative, if available, will be suggested.
- ▶ Reservations can be made at the Media Stockroom Window or via the Equipment Reservation Form on the Media Stockroom website. Reservations will not be accepted over the phone or via email.
- ▶ Online reservation requests must be made at least 2 working days in advance of pickup.
- ▶ Reservations can be picked up at the Media Stockroom Window. Users can request to pick up equipment outside of the Media Stockroom operating hours via the equipment lockers located in B003. These requests must be made at least 2 working days in advance of pickup.
- ▶ 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.

## EQUIPMENT RENEWALS

- ▶ Users may renew equipment one time for up to one additional week subject to equipment availability.
- ▶ Users must submit renewal requests via the Equipment Renewal Form found on the Media Stockroom website or in person. Renewal requests will not be accepted via phone or email.
- ▶ Online Renewal requests must be submitted by 4pm on the business day before the equipment is due. Any renewal requests for equipment due Saturday through Monday must be made before 4pm on Friday.
- ▶ Until users receive confirmation that their renewal has been processed, equipment is due back at the original return time.
- ▶ Users who request renewals after their equipment was due to be returned will be subject to a late equipment fine.
- ▶ If renewing equipment in person, 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. 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.
- ▶ If returning equipment outside of Media Stockroom hours, users can return equipment to the equipment lockers located in B003.

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- ▶ 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](mailto: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.
- ▶ Equipment return times will automatically be set to the end of the business day.

## 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](mailto:smfamediastockroom@tufts.edu).

## 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.
- ▶ If an accessory for a piece of equipment is lost or broken, users will be liable for the cost of replacing the accessory.
- ▶ 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.

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- ▶ Users should never check out equipment from the Media Stockroom for another person to use. The user who signed out the piece of equipment is fully responsible for it, even if someone else uses it, with one exception:
  - ▶ Faculty members may check out equipment to use for the purposes of training students. If problems arise or equipment is damaged during the training, the faculty will not be held responsible.

## ISSUE REPORTING

- ▶ If equipment is damaged or lost during a user's checkout, this must be reported to the Media Stockroom immediately.
- ▶ Users must fill out the Issue Reporting Form found on the Media Stockroom Website as thoroughly as possible. This will be evaluated by the Media Stockroom Studio Manager to resolve the damage and determine the extent of a user's liability.
- ▶ The Media Stockroom operates an honor system, and the Media Stockroom Manager will take honesty and candor into consideration when evaluating claims.

## 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 so the hold can be removed from the user's account.

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## 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.

## DATA POLICY

- ▶ Many items in the Media Stockroom come with data storage (ie SD Cards, Laptops, iPads). It is a user's responsibility to remove any personal data from these devices before returning equipment to the Media Stockroom.

## LAPTOP LOAN POLICY

- ▶ The Media Stockroom Laptops are designated for short term loans and cannot be used for extended periods.
- ▶ Laptops can only be checked out for 2 days at a time. Once the laptop is returned, users will be required to wait 1 business day before they are able to check one out again.
- ▶ Users must first log into the laptop with their Tufts UTLN and password while on the SMFA campus. After this initial log in, users can use the laptops at any location.

## 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.