



Welcome to the Media Arts Equipment Room

POLICIES AND PROCEDURES

The Wayne State University Media Arts Equipment Room (here and after referred to as "MAER") strives to provide Film, Media Arts and Studies, and Broadcast Journalism Students with convenient access to production equipment for in-class exercises and *course-related* projects outside of the classroom. Various policies and procedures have been implemented in order to ensure that this costly equipment is not lost or damaged, that it remains in optimum working condition, and that every student has an equal opportunity to use these resources.

Wayne State University (here and after referred to as "WSU") has invested hundreds of thousands of dollars on professional equipment to aid their students. Access to this equipment is a privilege. If Students abuse the privilege, then they will lose access to the equipment, which can directly impact their coursework. If a Student loses their equipment privileges, they will **not** be excused from class assignments.

Students are required to check equipment in and out only during specified hours, posted each semester on the [WSU Media Arts Blog](#) and throughout the Media Arts & Studies facilities.

The following is a description of the Policies and Procedures which all Students, Staff and Faculty are expected to abide by.

- I. **CHECK IN/OUT:** Students enrolled in production-related courses in the Film, Media Arts and Studies, and Broadcast Journalism areas are required to borrow equipment for use outside the classroom on course-related projects. Equipment Check Ins/Outs **only** occur during the specified hours posted each semester. These hours are posted inside and outside the MAER lab as well as on the Media Arts Blog: <http://wsumediaarts.blogspot.com/>

NOTE: All appointment requests must be made via the WebCheckout Patron Portal (here and after referred to as "Patron Portal"): <https://cfpca-webcheckout.finearts.wayne.edu/patron/>. **Valid Wayne State University OneCard (here and after referred to as OneCard) is required at time of Check In/Out. Authorized Borrowers should arrive no more than 5 minutes early to their Appointment.**

- **AUTHORIZED BORROWERS:** Authorized Borrowers (here and after referred to as "Borrowers") include Wayne State University students currently enrolled in production-related courses, faculty who are teaching courses in Film and Media Arts and Studies & Staff associated with the Media Arts Production area who have a valid OneCard.
- **EQUIPMENT LIABILITY:** Borrowers are liable for any loss of and/or damage to WSU equipment and facilities. Failure to pay for or replace any lost and/or damaged equipment during the semester in which it occurs, without prior arrangements with the MAER Supervisor, will result in the withholding of credit in all production courses. For Borrowers who have outstanding fees, a hold will be placed on their WSU account after a three-week delinquency, and MAER privileges will be suspended indefinitely.

NOTE: The Department of Communication is not liable for lost or damaged media stored on servers, computers, and/or other portable storage devices.

- **EQUIPMENT OPERATION:** Students must demonstrate the ability to properly operate equipment before they are authorized to check out equipment.
- **EQUIPMENT CHECK OUT REQUESTS:** Borrowers must submit equipment requests through the Patron Portal at least **48 hours prior** to the desired pickup date/time. Equipment Check Outs may not exceed 72 hours.

NOTE: Late and missed Check In/Out appointments are documented and may result in sanctions, suspension, and/or revocation of MAER privileges (see Check In/Out Sanctions below).

- **CHECK IN/OUT PROCESS:** The Check In/Out process may take up to 1 hour per Borrower, per visit. Necessary procedures are followed by Staff to ensure the working order of equipment prior to and after its return. Check In/Out Appointments must be completed at least 30 minutes before the MAER closes.
 1. Upon Check Out, Borrowers must sign an Equipment Loan Agreement Form, contractually obligating the Borrower to accept responsibility and liability for the equipment. It is the Borrower's responsibility to do a final equipment check before leaving MAER to ensure that all equipment is in working order.
 2. Borrowers are responsible for organizing and restoring all contents of equipment cases to their original state before their Check In Appointment.

NOTE: No persons other than the Borrower may pick up or return rented equipment. Borrowers may not lend equipment to other persons and must maintain possession of it during the duration of their Check Out.

- **MISSING AND/OR DAMAGED EQUIPMENT:** Borrowers must inform Staff of lost or damaged items upon Check In and are required to fill out a Missing/Damaged Equipment Form, acknowledging and agreeing that they may be required to reimburse the MAER for possible charges associated with repairing or replacing the equipment.
- **CHECK IN/OUT SANCTIONS:** Sanctions will be given to Borrowers who arrive more than **15 minutes** late to or miss a Check In/Out without calling (313-577-9786) or e-mailing (wsumediaarts@wayne.edu) the MAER in advance of their Appointment. Other reasons for receiving a Check In/Out Sanction are outlined in the WSU Student Code of Conduct and are at the discretion of Staff and/or MAER Supervisor.
 1. **1st Sanction:** MAER privileges are suspended until **ALL** equipment is returned. The Borrower's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 1st Sanction.
 2. **2nd Sanction:** MAER privileges are suspended until **ALL** equipment is returned. The Borrower's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 2nd Sanction. After all equipment is returned, Check In/Out privileges are suspended for **72 hours**, with the exception of ingesting footage.
 3. **3rd Sanction:** MAER privileges are suspended until **ALL** equipment is returned. The Borrower's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 3rd Sanction. After all equipment is returned, **ALL** MAER privileges are suspended **Indefinitely**.

II. **OPENEDIT** – Students enrolled in the Film and Media Arts and Studies production-related courses are required to produce projects that include high-end editing software and equipment. Editing Suites (here and after referred to as "Suites") are **only** available during the MAER hours of operation as specified and posted for each semester at the MAER Lab and on the Media Arts Blog: <http://wsumediaarts.blogspot.com/>

NOTE: All appointment requests must be made via the Patron Portal: <https://cfpca-webcheckout.finearts.wayne.edu/patron/>. Editors must fill out the OpenEdit Sign In Sheet upon arrival as well as present a valid OneCard. Editors should arrive no more than 5 minutes early to their Appointment.

- **AUTHORIZED EDITORS:** Authorized Editors (here and after referred to as "Editors") include WSU Students currently enrolled in production-related courses, Faculty who are teaching courses in Film and Media Arts and Studies, and Staff who have a valid OneCard.
- **OPENEDIT APPOINTMENT REQUESTS:** Editors must submit OpenEdit requests through the Patron Portal at least **24 hours prior** to the desired Appointment date/time. OpenEdits may not exceed 3 hours, however, Editors may submit multiple Appointment requests per day if necessary.

NOTE: Late and missed Appointments are documented and may result in sanctions, suspension, and/or revocation of MAER privileges (see OpenEdit Sanctions below).

- **OPENEDIT SIGN IN AND BEING SEATED:** Upon arrival, Editors must fill out the OpenEdit Sign In Sheet that is located in the MAER Office. Staff will supply Editors with any additional equipment they may need (such as a Headset), then accompany them to their designated Suite. Personal items (such as a backpack) are to be placed on the floor.

NOTE: Editors are not permitted to reconfigure or unplug the cables in Suites. Please ask Staff for assistance if anything needs to be reconfigured or unplugged.

- **FOOD AND DRINKS: No food is permitted in Suites.** Beverages with closeable lids or caps are permitted as long as they are placed on the floor.

NOTE: Food may be eaten in the Seminar Classroom if class is not in session.

- **OPENEDIT SANCTIONS:** Sanctions will be given to Editors who arrive more than **15 minutes** late to or miss an OpenEdit Appointment without calling (313-577-9786) or e-mailing (wsumediaarts@wayne.edu) the MAER in advance of their Appointment. Other reasons for receiving an OpenEdit Sanction are outlined in the WSU Student Code of Conduct and are at the discretion of Staff and/or MAER Supervisor.
 1. **1st Sanction:** The Editor's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 1st Sanction.
 2. **2nd Sanction:** OpenEdit Appointment is canceled. The Editor's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 2nd Sanction. OpenEdit privileges are suspended for **72 hours** from the scheduled start time of the Appointment.
 3. **3rd Sanction:** OpenEdit Appointment is canceled. The Editor's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 3rd Sanction. **ALL** MAER privileges are suspended **indefinitely** and the Editor's Instructor reserves the right to take additional measures, which could affect their final grade.

III. SECURITY, PROTOCOL, AND ASSISTANCE:

- **ENTRANCES:** The main doors to the MAER must be **locked and closed at all times**. The **Seminar Classroom and Production Classroom Doors** are to be used by students for classes only. Doors are **not** to be propped open. The **Stairway Door** is to be used for Check In/Out, OpenEdit, and any other MAER business.

- **ARRIVING TO CLASS EARLY:** Students should arrive no more than 10 minutes early to class. Students will be asked to wait outside of MAER Facilities if they arrive an excess of 10 minutes before the start of their class.
- **SUSPICIOUS ACTIVITY:** Students should alert their Instructor and/or Staff of any suspicious activity so that they may notify Public Safety (313.577.2222) of the situation.
- **THREATS:** If a Student poses a serious mental and/or physical threat to themselves or others around them, fellow Students should inform their Instructor and/or Staff so that they may notify Public Safety of the situation. The Instructor and/or Staff will do their best to determine the severity of the threat, and if possible and safe, diffuse the situation until Public Safety arrives.
- **THERMOSTATS:** Students are not permitted to adjust the thermostats in Suites or Classrooms.
- **QUESTIONS:** Students should ask Staff if they have any questions regarding the MAER Policies and Procedures. **Please be aware that their job is to assist, not teach.** Students should have class notes while editing and utilize the Tutorial Videos available on the MAER YouTube channel, as well as other available recourses online.

Exceptions to any or part of these policies and procedures require advanced approval by the student's instructor and the MAER Supervisor.

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Patron Portal: <https://cfpca-webcheckout.finearts.wayne.edu/patron/>

Email: <http://wsumediaarts@wayne.edu>

Blog: <http://wsumediaarts.blogspot.com/>

YouTube: https://www.youtube.com/channel/UC8OvpTIJNf_FnMFFdGUbjpA

Phone: 313-577-9786