

Student use of the Video Production Technology Equipment

No food and drinks are allowed in any Media Technologies lab, classroom, edit suites, TV studio, control room, mixing room, sound booth or open lab. Access to all facilities will be suspended for 2 weeks if infractions occur.

1. The use of VPT resources is a privilege and is not guaranteed by enrollment in any VPT course. Students may not use VPT equipment, computers, software or any other resources for any other purpose than class assignments and must be enrolled in the appropriate class at the time of the requested use of the resources. No VPT resources may ever be used to work on commercial projects.
2. No borrowers may remove equipment from the VPT Equipment Room without observing proper check-out procedures which includes completing the appropriate reservation, scheduling, and/or check-out forms and being cleared through the barcode system.
3. Anyone checking out equipment must have a membership/tracker number. The number will be assigned by an instructor. Students must obtain their instructor's signature on the equipment list sheet for checkout privileges. The form is available for downloading off the Internet. Please visit: <http://pstcc15.pstcc.edu/departments/mdt/vpt.php>
4. Students (except those designated as "Lab Techs") are not allowed in VPT Equipment Room at any time.
5. No student may ever check out any VPT equipment for someone else to use and is not ever authorized to "pass-on" equipment to another individual in lieu of following appropriate check-in procedures. Anyone doing so will be held responsible for the loss or damage of said equipment and will also be subject to losing all check-out privileges.
6. Off campus use of equipment is limited to 2 business days or 48 hours.
7. No equipment can be "renewed". That is, after the 48 hour check-out period, borrowers must return all equipment that has been borrowed and may not check out any equipment again for 36 hours. At that time, eligible students may check out equipment for another 48 hour period.
8. All equipment needs to be checked out and returned during scheduled lab hours. Lab hours will be posted on the VPT Equipment Check-out Room door.

Note: Hours are subject to change frequently. It is up to the requesting students/borrowers to check posted times. No equipment may be checked in or out at any other time. No borrowers are to interrupt an instructor in class to help them check in or check out equipment, but they can request the VPT Lab Supervisor to help them in the absence of an authorized VPT Lab Tech.

9. Students must have achieved Sophomore status (completed at least 30 credit hours of VPT instruction) before they can borrow equipment for off-campus use. It can then be used for class assignments only and must be authorized in advance by an instructor for the class for which the project is being completed. Specifically, only students currently enrolled in VPT 2330, 2500, 2660, 2700 or 2910 are authorized to use VPT equipment off campus.

10. Anyone using VPT equipment will be limited to the use of equipment they have been trained and authorized to use.

11. If you do not follow proper check out procedures you risk being penalized. Also, all equipment must be returned to a lab tech or VPT instructor and not just dropped off. Penalties include:

- * First infraction penalty: loss of check out privileges for 2 weeks; instructor may reduce class grade.
- * Second infraction penalty: loss of checkout privileges for 5 weeks; instructor may reduce class grade.
- * Third infraction penalty: loss of check out privileges for semester; instructor may reduce class grade and/or fail student for class
- * Any student who demonstrates continuous and obvious disregard for VPT check-out guidelines will be subject to total loss of check-out privileges.

12. By borrowing and using VPT equipment, borrowers agree to be financially responsible for lost or damaged equipment. The replacement or repair of damaged or lost college equipment will be the responsibility of the student/borrower. Replacement value and method of replacement or repair will be determined by the Business and Finance Office.

13. Procedures for using equipment in-class are the same as those for off-campus use. No equipment may be used without an Instructor's authorization.

14. No one outside of the VPT program is authorized to use any VPT equipment or facilities unless expressly so designated by the VPT Program Coordinator. No VPT student can check out Photography equipment unless signed off by the program coordinator of Photography. No PHO Student can check out Video Production equipment unless signed off by the VPT program coordinator.

15. Properly authorized borrowers may advance-reserve equipment by obtaining a reserve sheet from the VPT Equipment Room or from the web (see link below). Completing a reserve form does not automatically guarantee availability of the equipment requested.

16. Borrowers who have reserved equipment are requested to notify a VPT Lab Tech if they decide that they not need the equipment.

17. Borrowers should check out the condition of the equipment before they leave with it. Once they leave with the equipment, it is becomes their responsibility.

* These policies, guidelines and regulations may be changed any time as deemed necessary by VPT without prior notification. VPT reserves the right to contact borrowers or their family, friends, employers or other associates believed to know the whereabouts of the borrowed property after 24 hours beyond the 48 hour loan period.

* Students are responsible for their own batteries and appropriate tape stock and other supplies. IF USING SONY CAMCORDERS, PLEASE USE ONLY SONY VIDEOTAPE.

Reserve Form ([click here](#))

I certify that I have read and understand these policies and agree to abide by them.

Signed_____ Date_____

If borrower is under 18, this form must be signed by a financially responsible parent or guardian.

Signed_____ Date_____