

2009-2010 Film Department Equipment and Office Policies

OFFICE LOCATION & HOURS:

CA 42

8:30am-12:00pm, 1:00pm-4:00pm M-F

CLOSED on days with no classes (including study days)

EQUIPMENT RESERVATION SYSTEM

<http://appserv.mnstate.edu/film/EquipmentManagement/index.html>

OR you can follow the link from <http://www.mnstate.edu/film/>

REGISTRATION

Click "Student"

Choose "Register"

Complete ALL Fields (Dragon ID – 8 digits, Barcode – 14 digits)

Make sure all information is accurate! Can be updated through "Check Your Account" link.

RESERVING EQUIPMENT

First, choose "Check Equipment Availability"

Select equipment type from drop down menu.

Enter date needed and hit "Find Available Items".

If no items are shown, then all items have already been reserved for that day.

Next, choose "Make A Reservation".

Enter 14 digit barcode and the date needed and hit "Due Date". This tells you the day it is due back (by 12:00pm).

Select your equipment type from drop down menu and hit "Find Available Items".

Click the box next to the item you want. Be sure to read the conditions attached to the item, if there is any.

Click "Add To My Items"

Repeat until you are finished.

You can remove items by clicking their box in the “Your Items” section and hitting “Remove”.

Click on “Reserve”.

You should see a screen telling you your reservation was successful.

You can see what equipment you have reserved by clicking “Check Your Reserves” on the main Student page.

CANCELLING A RESERVATION

Choose “Cancel A Reservation”.

Enter your 14 digit barcode.

Click the bubble next to the reservation and choose “Cancel Reservation”.

PICKING UP EQUIPMENT

Equipment Check-Out time is 1:00pm-4:00pm. NO EARLIER! Plan accordingly!

You MUST bring your Dragon ID card and present it at time of pick-up.

You must go through every piece of equipment and confirm it is all there.

You will be told when it is due back (If it is M-Th, it is due back the NEXT DAY by NOON...if it is F, then it is due back MONDAY at NOON. If there is a day with no classes, then your equipment is due back the NEXT day of classes).

3:45 Rule = If all the equipment you want to check-out is reserved for that day, you can come in at 3:45. If something was reserved, but NOT picked up by that time, it can be checked out by anyone else, first come, first served.

RETURNING EQUIPMENT

All equipment is due back by NOON the day it is due.

Allow 5-10 minutes for the worker to check the equipment, making sure it is all there and not broken. If there are other people ahead of you, you will have to wait longer. PLAN ACCORDINGLY!

Once Michael or the worker says everything looks good, you can leave.

GENERAL EQUIPMENT GUIDELINES

Department equipment is to be used for class projects ONLY. If you want to use the equipment for outside projects, you must fill out and submit a Special Arrangement Request form (found in the office or at <http://www.mnstate.edu/film/SpecialArrangementRequestForm.pdf>).

Do not leave equipment unattended! You are responsible for it at all times. If it is stolen or damaged, it is your responsibility to provide the department with a new piece of equipment.

Do not leave the equipment in your car/porch/really cold room during winter!

Please report any damage or malfunction to the office when returning your equipment. You will not be responsible for small things (bulbs burning out, for example).

If any piece of equipment requires normal batteries (AA, 9-volt, etc) you will be responsible for providing it. The office will NOT provide any.

If possible, charge all batteries before returning the equipment.

LOCKERS

You may check out a locker for a semester. Go to the office and talk to Michael. He will provide you with a locker # (unless you have one in mind) and the combination. If you want to keep that locker for the next semester, you need to re-check it out when classes resume.

KEY CHECKOUT AND ROOM RESERVATIONS

Sign up sheets for Key Checkout and Room Reservations go up every Monday morning and are for the following week.

Write your name down at the time you want to pick up the key and draw a line down through the time you need it.

If you want the key during the evening, draw a line to the bottom of the sheet.

Reservations are first come-first served.

Keys are due back in the locker drop box (#99) by 8:30am the next day!