



Innovative Media Studios Guidelines and Policies

January 2019



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SECTION 1: INTRODUCTION

1.1 - PURPOSE OF THIS DOCUMENT

Innovative Media Studios provides media equipment and facility access for academic and creative production for students, faculty and staff with prior training for specific equipment. Access to the equipment and facilities give support in teaching and learning initiatives within various academic programs.

This document outlines the guidelines and policies surrounding the use of equipment and facilities supported and managed by the Innovative Media Studios under VCUartsQatar library system.

Questions or concerns regarding any part of this document can be sent to vcuqlibrary@vcu.edu

1.2 - LIST OF INNOVATIVE MEDIA STUDIOS FACILITIES

Room 224	Innovative Media Studios Equipment
Room 226	ProCyc 4FS cyclorama green screen, six post-production editing suites, a sound proof editing room and Virtual Reality station
Room 228	Innovative Media Studios Photo Studio

INNOVATIVE MEDIA STUDIOS EQUIPMENT AND FACILITY USAGE POLICY

1.3 - USAGE POLICY FOR VCUARTS QATAR FACULTY, STAFF, AND STUDENTS

VCUartsQatar Innovative media studios facilities and equipment are for the exclusive use of VCUartsQatar faculty, staff, and students who have been trained to use said equipment as part of the classroom instruction or by a member of the Innovative Media Studios staff. A valid student/staff or QF ID must be presented before checking out any equipment.

Checking out equipment on behalf of other VCUartsQatar students or non- VCUartsQatar community members is not permitted. Failure to adhere to this policy will result in temporary or permanent loss of equipment and facility privileges.

VCUartsQatar students, faculty and staff may check out equipment for a period of **seven** calendar days.

1.4 INNOVATIVE MEDIA STUDIOS CLASS SUPPORT

Faculty who requires equipment and/or in-class teaching must make prior appointments via email. Innovative Media Studios services encourages faculty to provide a document stating all class requirements throughout the semester in order to support with equipment allocation and in-class teaching. This can be scheduled by emailing a document to candrews5@vcu.edu for the effective use of all resources available at our facilities.

SECTION 2 – INNOVATIVE MEDIA STUDIOS EQUIPMENT

2.1. EQUIPMENT CHAMBER & FACILITIES BOOKING

Facilities booking can only be made online through VCUartsQatar Intranet. Access to equipment and facilities carries the responsibility for their proper use and care. Failure to adhere to proper use can result in temporary or permanent loss of equipment, facilities and library privileges.

Equipment chamber opening hours are 8:30 am – 4:30 pm Sunday through Wednesday and Thursdays 8:30 am – 2:30 pm (excluding VCUartsQatar official holidays when the Equipment chamber will be closed or during Ramadan when office hours are modified.)

Check out and check in hours:

Check out/Borrowing **8:00 am – 1:00 pm**

Check in>Returns **1:00 pm – 4:30 pm**

Chamber hours during Ramadan is subject to change and will be announced at least 2 days before Ramadan.

2.2 EQUIPMENT & FACILITIES RULES

- Students, faculty and staff are served on a first-come-first-serve basis
- Only Innovative Media Studios staff are allowed inside the Equipment Chamber
- **First priority** is given to students who are currently enrolled in a class whose syllabus has specified the use of Innovative Media Studios equipment or facilities
- Borrowed equipment cannot be left in the Equipment Chamber, corridors, classrooms, editing suites, or with security guards. When equipment is borrowed, it must be taken with you.
- Borrowed equipment on behalf of other VCUartsQatar students or non-VCUartsQatar community members is not permitted
- Equipment checked-out must be returned **ON TIME**. Requests for extensions need to be made during checkout.
- If an extension is required, users must visit the Equipment Chamber staff **TWO** days before check in date. Phone or email queries regarding extension for equipment that is already checked out is not accepted.

- Equipment is to be returned in the state that it was received. Equipment must be clean, cables coiled, stored neatly in the cases provided, all batteries and media removed, and all equipment items present (includes any recording media). Equipment should be ready for use by the next person when returned.
- If a piece of equipment is damaged while still under checked-out period, the person(s) responsible for the equipment must inform the Equipment Chamber staff and complete a ***Damaged Equipment Form***
- You should allocate at least **30 mins** for checking out of any equipment. Give yourself enough time to check out all equipment
- All equipment must be checked for damage and operation by the person(s) checking it out before the checking out equipment.
- Green screen room, photo studio and editing suites must be kept clean and left in the same state they were in before the use at the completion of their use. Nothing should be left in these spaces.
- Food and drinks are not allowed inside the studio facilities. Trash must be disposed and the facilities must be kept tidy.
- Report any damaged or non-functioning items to a member of Innovative media Studio
- ***No files should be saved on the desktop or on the local storage of the machine.*** All data from the monitors are regularly erased. We recommend that everyone keeps a backup of all their data on a personal hard drive.

2.3 EQUIPMENT TRAINING

A request for equipment training/teaching must be sent prior to the Innovative Media Studios.

2.4. PENALTIES

Students who do not return equipment on time, and/or in satisfactory condition will incur the following penalties:

- \$100 fine
- An additional \$100 per week will be added to your account until equipment is returned

Repeated Offense:

- For students with more than two penalties incurred during semester: loss of equipment privileges for the entire semester including a block on library privileges
- For faculty and staff with more than two penalties incurred during an academic year: suspension of privileges pending a review by the Library. The penalties for faculty and staff will be directed towards their respective departments.

When penalties are incurred, an invoice should be collected from the Equipment Chamber before proceeding to VCUartsQatar Finance for payment. A block will be placed on all library privileges until a valid payment receipt is presented to the Equipment Chamber in person. In addition to this, students will not be able to register for classes or receive their official diploma until all fines have been cleared.

2.5 LIABILITY

An individual or group who checks out equipment is solely liable for any loss and/or damage to the equipment.

Checking out equipment on behalf of other VCUartsQatar students or non-VCUartsQatar community members is not permitted and will result in a penalty and suspensions or total loss of privileges.

2.6 TOTAL LOSS OF EQUIPMENT

Any loss of equipment should be immediately reported to the Equipment Chamber. Loss of equipment must be documented using the *Total Loss of Equipment form*. The person(s) responsible for the loss of equipment will have their equipment privileges suspended until they provide: -

- An exact replacement or equivalent item specified by a member of the Innovative Media Studios is purchased and delivered to the Equipment Chamber, or
- A payment has to be made based on the time period of the lost item from the date of purchase: -
 - i. 90 % of the total cost for items purchased within one year from the date of purchase.
 - ii. 75% of the total cost for items purchased before one year
 - iii. 50% of the total cost for items purchased before three years and above
- Payment for the replacement has to be made to VCUartsQatar Finance and a payment receipt must be issued to the Equipment Chamber.

2.7 DAMAGE TO EQUIPMENT/FACILITIES

During equipment check-in, any damage or operational problems with equipment must be reported immediately to the Equipment Chamber. Damage or operational problems with equipment must be documented using the *Damaged Equipment form* and submitted with a photograph at check-in.

The person(s) responsible for the damage will have their equipment privileges suspended while the damage is assessed and a quotation for the cost of replacement/repair is received and/or:

- The damage is determined to be a result of reasonable and appropriate use (accidental circumstances) and not of negligence or incorrect usage by the person(s) who checked it out, or
- An exact replacement or equal and equivalent item specified by a member of the Innovative Media Studios is purchased and delivered to the Equipment Chamber, or
- Payment for the repair/replacement has been made to VCUartsQatar Finance and a payment receipt has been issued to the Equipment Chamber.

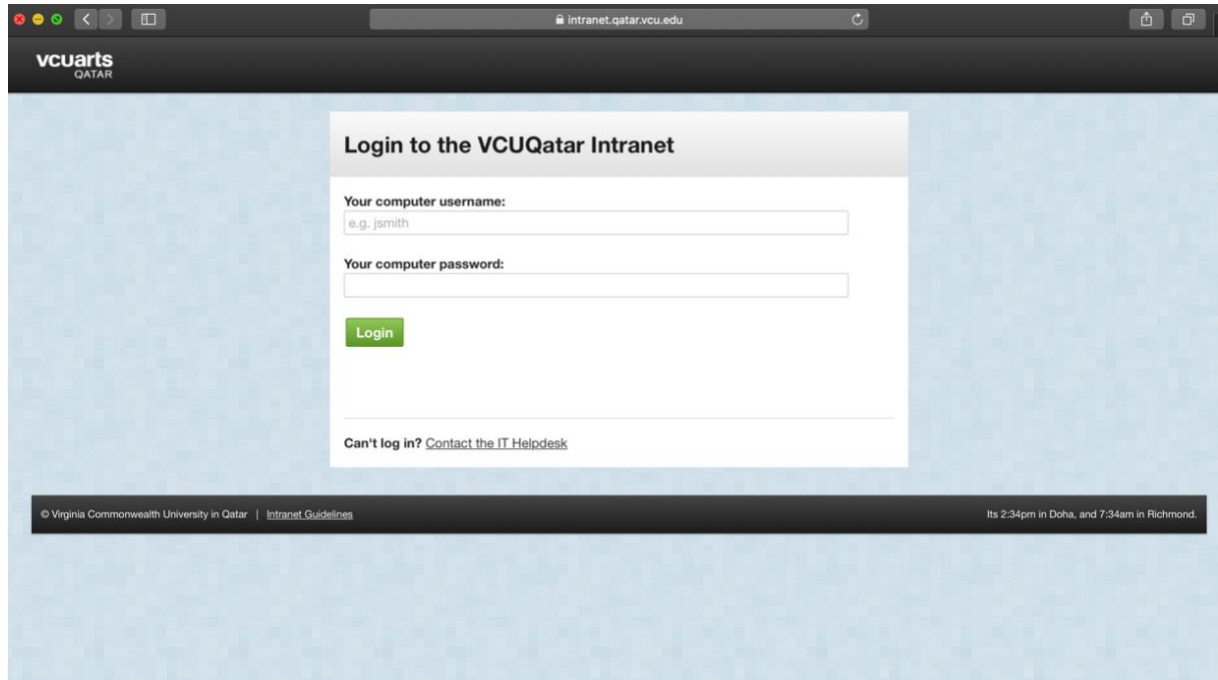
2.8. PRIORITY

A. First Priority - Students who are currently enrolled in a class and requires the use of equipment or facilities.

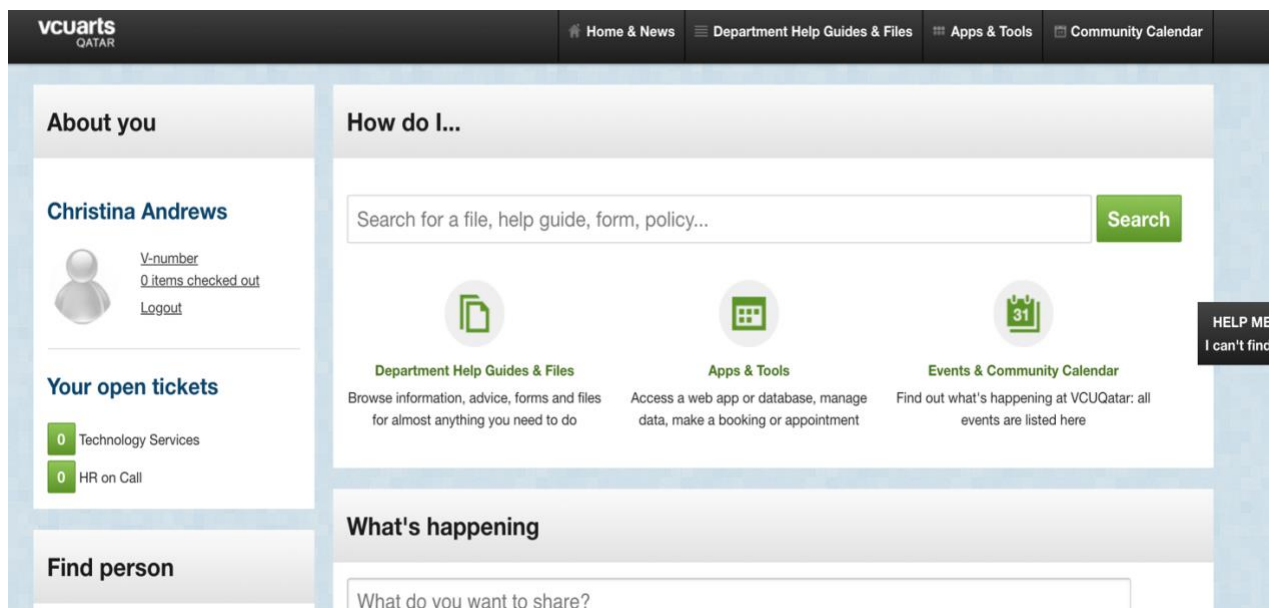
B. Second Priority- Faculty and staff have access to equipment and facilities on a first come first-serve basis.

HOW TO BOOK INNOVATIVE MEDIA STUDIOS FACILITIES

Step 1: Log into <https://intranet.qatar.vcu.edu/>



Step 2: Select Department Help Guides



Step 3: Under Resources & Services, select Innovative Media Studio

vcuarts QATAR Home & News Department Help Guides & Files Apps & Tools Community Calendar

Help Guides & Information

Popular Help Guides UPDATED

- Book travel & reimburse expenses
- Reserve the digital fab lab
- Add a signature to your google email
- Book a meeting room in Google
- Use VCUQatar's file naming conventions
- Change your eID password
- Replace paper for a printer or copier

Policies & Guidelines

- Facilities & Safety
- Finance
- Human Resources
- Information Technology

Human Resources

- Business Travel
- Employee & Personnel
- Health & Medical
- Leave, Payroll & Benefits
- New Employee Orientation
- Recruitment & Hiring
- Rewards & Recognition
- Training & Development
- Visas, Permits & ID Cards
- Customs Clearance

Student Affairs

- Student Activities and Programs
- VCUQatar Student Clubs and Organizations
- International and Exchange Students
- International Programs
- Student Travel Procedures
- Student Wellness and Counselling
- Student Athletics
- Student Code and Conduct
- Student Related Policies
- Community & Continuing Education

Technology Services

- AV Conferencing & Projectors
- Camera & Equipment Loan
- Google Apps
- Laptops & Computers
- Logins, Access & Hacking
- Network, VPN & Wireless
- Phones, Mobile Devices, Email & Fax
- Printers & Photocopiers
- Tools and Apps for Teaching
- Software, Fonts & Plugins
- Staying Safe on Social Media
- Web Apps & Databases

Finance

- Introduction to Finance at VCUQatar: 10 Hints & Tips
- Procurement, P-Cards & Petty Cash
- Travel Expenses, Reimbursements & School Tuition
- General Financial Document & Presentation
- Office Supplies & Stationery

Records and Registration

- Academic Processes and Forms
- Academic Regulations and Procedures
- Academic Calendars & Class Schedules
- Graduation and Commencement
- Financial Support
- Tuition and Fees, Payments, Refunds

Resources & Services

- Bookstore & Printing
- Digital Fabrication Lab
- English Writing Center
- Woodshop
- Intranet
- Innovative Media Studio
- PAPR Digital Lab

Facilities & Safety

- Building Maintenance & Cleaning
- Emergency & Safety Procedures
- Shipping, Packages & Mail
- Studio Safety Information
- Transportation & Courier
- Vehicles & Parking

Communications

- Photography
- Communication Documents

Research

- VCUQatar Research Services
- Faculty Research and Scholarship Development Program (FRDP)
- VCU-Richmond Grants & Funds
- US Federal Research Grants
- Other funding opportunities
- Student Research Development Program

Professional Development

- Faculty Evaluation & Planning

About VCUarts Qatar

- Book a Conference Room
- Committees
- Community Education Programs
- Event Management
- Exhibitions
- Faculty & Staff Meetings
- File Naming Guidelines
- Joint Advisory Board
- Organization & Structure
- Promotion Policies and Guidelines
- The Gallery at VCUarts Qatar

Step 4: Choose the required studio and fill out the studio booking form

vcuarts QATAR Home & News Department Help Guides & Files Apps & Tools Community Calendar

RESOURCES & SERVICES

- Bookstore & Printing
- Digital Fabrication Lab
- English Writing Center
- Woodshop
- Intranet
- Innovative Media Studio**
- PAPR Digital Lab

Find person

Start typing the first name or last name:

Staff/Faculty Student

First Name:

Last Name:

Innovative Media Studio

The Innovative Media Studio is comprised of a green screen room and a photography studio.

The Green Room is equipped with a variety of equipment and software packages for realizing ideas in the fourth dimension – time+space. The Room provides students and faculty with the necessary tools and instruction for the production of interactive work, utilizing a green screen and a production editing lab.

The Photography Studio provides students with professional grade lighting equipment for the documentation of 2-D and 3-D work as well as the ability to experiment with various photographic practices. Access to the facility and specified equipment is provided in order to support the teaching and learning initiatives within the various academic programs.

Booking tools

- Book the Green Room
- Book the Photo Studio
- Book the VR System
- Book the Editing Suite

Related files & forms

- Media Production Room & Photo Studio Booking Form
- MFA Media Production Facility - Equipment Access Policies & Procedures
- MFA Media Production Facility - Reservation Procedure

Add a new file

HELP ME! I can't find it

Step 5: Once the booking has been set, an email confirmation will be sent to you.