



Innovative Media Studios Guidelines and Policies

Revised on June 2022

Innovative Media Studios



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Innovative Media Studios



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. Those with no prior training or experience are required to attend a basic knowledge workshop held by IMS and pass a skills quiz prior to gaining loan permissions. 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 VCUarts Qatar library system.

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

1.2 - LIST OF INNOVATIVE MEDIA STUDIOS FACILITIES

Room 224	IMS Editing Suite - 2 Editing stations with power Mac desktops
Room 226	Multi-purpose production studio, Vocal Recording booth
Room 226a	Equipment Check-out room
Room 228	Photo Studio
Second Floor	Workshop space, Multi-purpose, Soldering stations, [VR Station/Power PC - coming soon]

INNOVATIVE MEDIA STUDIOS EQUIPMENT AND FACILITY USAGE POLICY

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

VCUarts Qatar Innovative media studios facilities and equipment are for the exclusive use of VCUarts Qatar students, faculty, and staff, 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 VCUarts Qatar students or non- VCUarts Qatar community members is strictly prohibited. Failure to adhere to this policy will result in temporary or permanent loss of equipment and facility privileges.

VCUarts Qatar students, faculty and staff may check out equipment for a period of **seven** calendar days. No extensions will be permitted without physical in-person return of the item for further extension of the loan period. No exceptions will be made.



1.4 INNOVATIVE MEDIA STUDIOS CLASS SUPPORT

Faculty who require equipment and/or in-class teaching must make prior appointments via email with IMS staff. 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 vcuqims@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 VCUarts Qatar 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.

The Equipment chamber hours of operation are posted on the IMS website. The facilities will be closed during university recognized holidays and in some cases will have modified hours of operation. All changes to the normal schedules will be announced via email.

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.**
- Students must be currently enrolled in a VCUarts Qatar class to use 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.
- You may **NOT** borrow equipment for other VCUarts Qatar students or non-VCUarts Qatar community members.
- Equipment checked-out must be returned by noon of the day it is due. If the student can not meet the deadline, they must contact an IMS representative to reschedule the equipment drop off. Extensions/renewals are permitted only in-person upon bringing the equipment back to the equipment chamber.

- 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 any equipment. Give yourself enough time to check out 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 three 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 VCUarts Qatar 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 VCUarts Qatar students or non-VCUarts Qatar 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 VCUarts Qatar 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.

C. Third Priority - Alumni who have successfully completed the community borrowers form (provided by the Art and Design library), provide a copy of the borrower's Qatar residence card, and who have made a \$500 QAR (refundable) deposit to the VCUarts Qatar Finance office



QATAR

DAMAGED EQUIPMENT FORM

All faculty, staff, students, and alumni who returned equipment deemed damaged must complete this form; picture evidence signed by the submitting party must be attached to this form.

Date:	Name:	NetID:
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Department:	Contact Number:
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Barcode:	Damaged Item:
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Detailed description of the incident:

Signed:	Date:
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By Signing this I confirm I have read section 2.7 of the Innovative Media Studios Guidelines and Policies may be liable for payment of above item/s.

Innovative Media Studios Coordinator:	Date:
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Director of Libraries:	Date:
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TOTAL LOSS OF EQUIPMENT

According to Innovative Media Studios Policy and Manual Section 2.6, any loss of equipment should be immediately reported to the Equipment Chamber. 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.
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Date:	Name:	NetID:
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Department:	Contact Number:
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Barcode:	Damaged Item:
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Detailed description of the incident:

Signed:	Date:
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By Signing this I confirm I have read section 2.6 of the Innovative Media Studios Guidelines and Policies and may be liable for payment of above item/s.

Innovative Media Studios Coordinator:	Date:
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Director of Libraries:	Date:
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HOW TO BOOK INNOVATIVE MEDIA STUDIOS FACILITIES