



Innovative Media Studios Policies and Procedures

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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 + VR Station
Room 226	Multi-purpose production studio
Room 226a	Audio Recording Room with Vocal Booth
Room 228	Photo Studio
Room 236	Sound Studio
Room 237	Equipment Chamber

1.3 RELEVANT IMS LINKS

- [IMS Libcal Space bookings link](#)
- [IMS Slot Checkout for Equipment](#)
- [IMS Social Media Page, Instagram](#)
- [IMS Linktree](#)

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 VCUQ 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 at the beginning of the semester. Any course-related instruction or full-class equipment requirements must be submitted along with a semester course syllabus at the start of the semester. Equipment booking will not be guaranteed if this procedure is not followed. 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.

In-class teaching and curricular support must be discussed ahead of time, at least 2 weeks in advance. IMS workshops are not meant to substitute for a class session. Instructors are expected to be present for all technical workshops taught by IMS.

SECTION 2 – INNOVATIVE MEDIA STUDIOS EQUIPMENT

2.1. EQUIPMENT & FACILITIES BOOKING

Studio booking can be made through the [LibCal booking system](#) accessible by a QR code or a link through the IMS page on the main library website.

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 currently they are Sunday-Thursday 10AM-4:30PM with late studio booking hours available from 5-7PM from Sunday to Wednesdays.. 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 and on the Library and IMS Instagram account.

2.2 EQUIPMENT & FACILITIES RULES

- **Only Innovative Media Studios staff and student workers are allowed inside the Equipment Room.**
- 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 on the specified check-in slot booked in advance. If the student can not meet the deadline, they must contact an IMS to reschedule the equipment drop off. Extensions/renewals are permitted only in-person upon bringing the equipment back to the equipment chamber.
- Equipment must be checked thoroughly by the student and IMS staff prior to being checked out. It is to be returned in the state that it was received including all batteries, SD cards, and accessories. Equipment must be clean and stored neatly in the cases provided. Equipment cannot be returned if any item is missing from the package.
- 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***
- Each person must book a 30 minute check-out slot for checking out any equipment via the Google Form booking system.
- Studio bookings can be made via Libcal system for use of the video production studio, vocal booth, 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. No equipment or personal items left in these spaces.
- Food and drinks are not allowed inside the studio facilities. Trash must be disposed of and the facilities must be kept tidy.
- Report any damaged or non-functioning items to a member of Innovative media Studio.
- Any special use of studio equipment including backdrops, lighting, green screen, requires assistance from IMS staff. Please ask for assistance.
- ***No files should be saved on the desktop or on the local storage of the machine.*** 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 via email to vcuqims@vcu.edu one week prior.

2.4. PENALTIES

Students who do not return equipment on time, and/or in satisfactory condition will incur the following penalties. Depending on the severity of damage 50% of the repairs costs.

- After 7 days overdue notice, your Library account will be blocked until the equipment is returned, resulting in lack of access to other library spaces and services.

Repeated Offense:

- 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.
- Students who fail to return equipment after being overdue for 1 week despite repeated reminders from the IMS, will lose borrowing privileges across all libraries at VCU, including ADL, Materials library, and using Writing Center resources.
- When penalties are incurred, an invoice will be sent via email before you can proceed 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.
- Students will incur a block in Banner after 60 days of an outstanding fine which will disable them from registering 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 Room 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 from one year
 - iii. 50% of the total cost for items purchased from 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 Room.

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.

DAMAGED EQUIPMENT FORM

All faculty, staff, and students 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:

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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.
 - 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 been made to VCUartsQatar Finance and a payment receipt has been issued to the Equipment Chamber.

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:

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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:

Director of Libraries:

Date:

HOW TO BOOK INNOVATIVE MEDIA STUDIOS FACILITIES

Please find all booking links via the QR code below:



IMS

INNOVATIVE MEDIA STUDIOS
Equipment Chamber Rm. 226A
Open Sun-Thu 10AM-4:30PM

Photo Studio	Rm 228
Video Production Studio	Rm 226
Vocal Booth	Rm 226
Editing Suite	Rm 224
VR Station	Rm 226
Synthesizer Library	RM 236

Scan Code for IMS Links:



- + Studio Bookings
- + Equipment Catalog
- + IMS Webpage
- + Social Media