Field Production Handbook – Spring 2017
Brooklyn College Television Center

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WELCOME TO BCTV
THE BROOKLYN COLLEGE TELEVISION CENTER

Brooklyn College’s TV Center was built during the Golden Age of Television. Launched in 1964, the TV Center was one of the first college-based, fully-professional television production facilities in the country. In conjunction with the Department of TV and Radio, classes at the center have been continuously running since its opening.

Today the Center continues to serve as a full production facility, providing field equipment loans, a fully equipped Multi-Camera Studio and Post-Production lab as well as other supporting services to students enrolled in production courses.

Now in our fifth decade the Center is proud to continue the tradition of producing original programming created by the many talented students, faculty, staff, and alums that undertake multi or single camera production.

The TV Center is located in the basement of Whitehead Hall and includes Operations (018), Distribution (001), Studio B & MCR (007) and the Post Production Lab (005).

In order to help you navigate through the required paperwork and procedures you’ll find the policies of the TV Center outlined in this handbook. It is important everyone adhere to these rules as they are designed to ensure that all students will have sufficient access to complete their coursework.

This booklet is in no way a substitution for your class material. Should you have any questions please ask your instructor or appropriate staff members for help. You can reach the TV Center at (718) 951-5585 or email us at tvcenter@brooklyn.cuny.edu.

Good luck with your classes and enjoy the semester!
**TV Center Policies and Procedures**

**General Rules...**

- You must be currently enrolled in a production class and have an active TV Center account in order to use the equipment and facilities (see back of booklet).
- The use of campus resources for personal or commercial purposes is strictly prohibited.
- All students are expected to conduct themselves in a reasonable manner. Any students failing to show a basic respect for the equipment, facilities or Center staff may forfeit their privileges.
- There is NO EATING OR DRINKING permitted anywhere in Studio B, MCR or the Post-Production Lab.
- Any equipment loaned from the TV Center must have faculty or staff approval, a signed damage waiver and security clearance signed by a staff member.
- No students are permitted in Engineering, Operations, Storage, Scene Shop, Distribution or the MCR machine room without supervision by TV center staff.
- If something is not working properly please notify the TV Center staff immediately – do not attempt to fix, rewire or hook-up any equipment yourself.

**...and Safety**

- The telephone number for Public Safety is x5444 (Emergency) or x5111 (Business)
- First Aid Kits are located in Operations, Distribution and Engineering Offices
- DO NOT LEAVE YOUR ITEMS UNATTENDED - theft of personal or borrowed school property from the premises has been known to happen.

- **⚠️ IN THE EVENT OF EMERGENCY USE THE NEAREST FIRE EXITS TO LEAVE THE BUILDING AND MEET AT THE CAMPUS ROAD ENTRANCE FOR A HEADCOUNT – PLEASE DO NOT LEAVE WITHOUT LETTING A STAFF OR FACULTY MEMBER KNOW FIRST**

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***FOR STUDIO PRODUCTION INFORMATION, PLEASE REFER TO THE STUDIO PRODUCTION HANDBOOK***
**STUDENT ACCOUNTS**
In order to use the TV Center's Facilities and Equipment, you MUST first set-up a student account with your student or state ID. On the last page of this booklet you will find the necessary form.

Please fill out all pertinent information, sign the student agreement at the bottom of the form and submit it to the Operations office.

If you are re-activating your account, please check “Reactivate,” give only your name + any changes.

**FIELD EQUIPMENT CERTIFICATION**
Certification is required by the TV Center in order to check out any equipment.

In order to help familiarize you to the equipment the TV Center staff conducts workshops in basic field operations. These workshops may be during class time or you may drop in during any of the open sessions posted at the start of the semester.

Once you have reviewed the equipment you can sign up to take a certification test. You have three chances to pass the test before your instructor will be alerted. Only certified students will be allowed to checkout equipment.

**PENALTIES**
All students are subject to a policy whereby an infraction of the rules will count as a “strike” on your record.

Strikes are cumulative and carry over from semester to semester. If you acquire three strikes, your privileges may be revoked in whole or part.

Your professor will be notified immediately and it may affect your ability to use the TV Center equipment and facilities.

This policy applies to all TV Center rules outlined in this booklet. Any students who put others' safety at risk by ignoring required safety protocols may incur a full suspension.

Please keep in mind the majority of students use the equipment and facilities without incident; only students who show a repeated failure to abide by lab policies will be penalized.

*(SEE PAGE 8 FOR POLICY DETAILS)*
DISTRIBUTION – FIELD EQUIPMENT LOANS

REGULAR HOURS*
Monday – Friday
9AM – 5PM

*When the college is closed the TV Center is closed and will follow any CUNY conversion day schedules. TV Center hours may change during breaks and holidays. Please call to confirm operating hours.

EQUIPMENT RESERVATIONS

WORK ORDERS
You must reserve equipment using our online system at www.bctvcenter.org or by filling out a hard copy of a Work Order Request (WOR). Be sure to include dates for pick-up and drop-off.

- All requests must be approved by your professor before being sent to the TV Center to check for availability.

EQUIPMENT REQUESTS MUST BE SUBMITTED BY 1PM THE BUSINESS DAY BEFORE IN ORDER TO BE PROCESSED FOR THE NEXT DAY’S SCHEDULE.

- In the event that a particular item is unavailable the operations staff will contact you or a similar item may be substituted. You will be emailed the status of your request as soon as it is processed. Please reference your WOR# for any questions or cancellations.

CHECKOUT PERIOD

WEEKDAY CHECKOUT
Field equipment may be borrowed for a ONE-DAY period between Monday and Friday. If equipment is needed for longer than one day, a written explanation and professor’s approval must be submitted with your WOR.

WEEKEND CHECKOUT
Equipment must be picked up on Friday and returned on Monday.

LATENESS/CANCELLATION
Please notify the TV Center immediately if there will be ANY DELAY OR CANCELLATION. We will accommodate your schedule change as best as we can, depending on availability. There is no penalty for cancelling a reservation.

1. Failure to pick up equipment 30 minutes past the time designated on an approved WOR is considered an automatic cancellation. A penalty may be issued and the equipment will be made available to others.
2. Repeated failure to pick up equipment may result in a strike or suspension of reservation privileges.
3. Equipment returned 30 minutes past the time designated on an approved WOR is considered LATE and you will be given a “strike” for each late day (see penalty section).
4. After 3 days you will be billed for any missing or damaged items.

IF YOUR RESERVATION IS CANCELLED, ANOTHER APPROVED WOR MUST BE SUBMITTED.
CHECKOUT PROCEDURE

• **Valid ID** is required for **EVERY** pick-up and drop-off
• All equipment must be retrieved by the original work order’s account holder.
• **If equipment is retrieved by a person other than the account holder, it will be considered theft and will be disciplined accordingly.**

When you come to Distribution to pick-up equipment it is **YOUR responsibility** to inspect and test everything signed out to you.

Please notify the TV Center staff of anything wrong with the equipment immediately. It will either be replaced or noted on your sign out sheet so you will not be held responsible for damages.

You must sign the Damage Waiver in order to remove equipment from the premises – your signed receipt will also serve as a clearance for campus security.

Once you sign you are certifying that everything was checked out to you in good condition. You will be held **financially responsible** for the equipment until it has been checked back in.

**Some examples of things to check are:**
• Camera body and lens condition
• Record/playback functions
• Camera functions (zoom, focus, exposure, etc.),
• Microphones and any auxiliary audio devices
• Controls and locks on tripods and/or stands
• Test lights and accompanying cables and accessories – Please inspect all equipment for any damage or missing parts including contents of all kits.

**If you do not demonstrate a basic level of proficiency with the equipment or show a general lack of care when handling it, the TV Center staff reserves the right to refuse to check said equipment out. If you are uncertain about any equipment please ask your instructor to go over it with you in advance of your scheduled pick up.**

RETURNS

Every piece of equipment is due to be returned by the same student who signed it out and must be back by the due date & time specified on the WOR including cabling, batteries etc.

During check-in the TV Center staff will inspect all equipment you have checked out - Students MUST be present for the check-in inspection or you may incur a one-week suspension.

You should alert the staff to any problems you may have had i.e. bad recordings, intermittent sound, burnt out light bulbs, dead batteries, etc.
PENALTIES
All students are subject to a policy whereby an infraction of the rules will count as a “strike” on your record which is cumulative and carries over from semester to semester. If you acquire three strikes your privileges may be revoked in whole or part. Your professor will be notified immediately and it may affect your ability to use the TV Center equipment and facilities.

This policy applies to all TV Center rules outlined in this booklet. Any students who put others’ safety at risk by ignoring required safety protocols may incur a full suspension immediately. Please keep in mind the majority of students use the equipment and facilities without incident; only students who show a repeated failure to abide by lab policies will be penalized.

**Disciplinary Action:**
1. First instance – Warning Strike.
2. Second instance – One (1) week suspension of all borrowing/booking privileges.
3. Third instance - Suspension of ALL borrowing and booking privileges of Television Center equipment and facilities. Future reinstatement of privileges will be at the discretion of the TV Center Management in consultation with the TV/R Faculty - NO EXCEPTIONS WILL BE MADE.

Depending on the nature of the infraction you may also incur the following further penalties:

4. You will be held liable for the full cost of replacement for all TV Center property damaged or lost due to negligence or misuse. You will be presented with a bill for the repair/replacement of said item and may be suspended from borrowing any equipment until you’ve settled your account.

5. In cases of severe misconduct, negligence, damage and/or loss of Brooklyn College TV Center equipment, the Registrar's Office and the Office of Campus and Community Safety Services may be notified.

**CAUTION!**
- Never leave equipment unattended – even in the TV Center
- When transporting equipment make sure it has been properly secured
- Keep wires and cords coiled or properly taped to the floor using gaffer’s tape
- Allow sufficient cooling time for lights after they have been powered down before packing – hot lights may burn, melt or be damaged when packed while still hot
- Keep lights away from any type of fabric (draperies, upholstery, etc.), water, paper or flammable substances. Due to the high temperatures the lights emit they can be a fire hazard as well as cause serious injury
- Keep all equipment including storage media out of direct sunlight
USE OF TV CENTER FACILITIES
(Please see studio production handbook for info on MCR & Studio B)

POST-PRODUCTION LAB
The Post lab houses 17 Apple workstations along with a compliment of necessary peripheral devices. We are currently running Adobe Premiere and Final Cut Pro X along with the Adobe Creative Suite.

Hours for the semester will be posted during the first week of classes. - The TV Center is not open weekends. Please utilize the W.E.B. building or the Library Cafe for your editing needs.

Students are encouraged to purchase their own USB3 or thunderbolt portable drives at the beginning of the semester that will enable them to edit at any station – please ask your professor or the TV center staff for recommended models. All drives must be formatted for Mac OS.

POST LAB POLICY
• Post-Lab workstations are to be used only for video editing - You may be asked to leave, if you are not working on a related project.

• Downloading or installing unauthorized software or other copyrighted material is strictly prohibited. Anyone found in violation of this rule may forfeit his or her access privileges. If there’s something you need or feel would be useful for the lab please let the Operations Manager know.

• If something does not work please let a TV Center staff member know immediately.

• Except for connecting your own external storage devices please do not unplug anything.

• When in the lab please silence any cell devices - be courteous to others by taking any calls outside of the Post Lab.

• Use headphones when you are editing.

• Students are responsible for providing their own recording media.

• Students are responsible for storage & back-ups of their projects. All projects left on the desktop will be routinely deleted.

• Please Log Out when you are finished using the computer.

• Students may reserve edit stations in advance to ensure availability. Walk-ins are welcome during normal operating hours but if a reservation is made it will be given priority.
GUIDELINES FOR SHOOTING ON AND OFF CAMPUS

When shooting on campus you should always have a valid student ID on you as well as your equipment receipts and/or clearances. You may also need to get special permission from campus security or other offices for the following:

- Security clearance for non-BC students that may be involved in your production (see production office for form)
- Recording that will interfere with the usual flow of campus traffic
- Use of facilities, buildings and non-common spaces including campus office spaces, SUBO, the Library and BC theatres or facilities.
- Security clearance for shooting after-hours, when campus is closed or on weekends.

You may request a letter from your Professor or the TV/R Dept. to obtain permission or assistance from Campus Security or for other campus offices. These entities are under no obligation to authorize your shoot.

When shooting off-campus you must follow the guidelines from the Mayor’s Office of Media and Entertainment that may require you to obtain a student film permit and/or assistance from NYPD (see below). You may need to obtain additional permission to film on subways, buses, parks, bridges, etc.

From the nyc.gov website:

Before Doing Anything, Ask Yourself, "Do I Need a Permit?"
- A permit is not required if you’re using a hand-held camera, camera on tripod and/or hand-held equipment, and not asserting exclusive use of City property, not using prop weapons, stunts, actors in police uniform and do not have production vehicles.
- Asserting exclusive use of City property, using prop weapons, actors in police uniform, performing stunts, requesting parking privileges for production vehicles (excluding personal cars, minivans, SUVs and pick-up trucks) necessitates a required permit.
- A scouting permit is required when scouting City-run properties (such HPD, NYCHA, etc).

Please visit: [www.nyc.gov](http://www.nyc.gov) and follow the links for more info.
TV Center Field Production Equipment

Equipment Checkout Requirements
- Enrollment in current production class
- Active Student Account & PHOTO ID
- Equipment Certification passed
- WOR request submitted by 1pm the business day before with Instructor approval

Undergraduate TV & Radio Field Production

HD Cameras*
(*All record on SD or Panasonic AG-HMC40
CF cards NOT INCLUDED!!!) Panasonic AG-HMC150
Sony HXR-NX5U
Sony PXW-X70
Canon XF205

Camera Support/Grip
Manfrotto tripods with fluid head
Monopods

Lighting
Lowel single Omni Lights
Lowel Pro-Rifa kits
Lowel 2/3-Pro Kits
LED Soft Kits
Litepanel LED – Camera mounted light
Reflectors

Audio/Radio
AudioTechnica 877/897, Azden M1X/M2X Shotgun mics
ElectroVoice RE-50, AudioTechnica M10A Handheld mics
Samson UHF Micro 32 Wireless mic kits
Olympus LS series Digital flash recorder kits and single recorders
Ass't'd headphones, XLR cables, adapters, etc.
Mic stands, fish poles, shock mounts
MFA Single Camera Field Production*

**HD Cameras**
- Canon 5D Mark III DSLR – ENG or shoulder mount kits available
- Sony PMW– EX1 XDCAM Camcorder
  w/8GB or 16GB SXS CARD & SDHC card adapters
*Add’l 32 GB SXS card available upon request
- Ikan HD Field Monitors 5” or 7”

**Camera Support & Add’l Grip**
- Bogen Tripod w/501 fluid head
- Sachtltripods
- Bogen Hi-Hats
- Shoulder Mounts
- Spreader dolly
- Indie Dolly System
- Flag Kits
- C-stands & clamps
- Scrims, Sandbags, Apple boxes

**Lighting**
(In addition to above)
- Frezzi-Light – camera mounted light with battery pack

**Audio**
(In addition to above)
- Sennheiser & Sony Wireless Lavalieres
- Sennheiser shotguns
- Shure Field mixers FP-22/33
- Shure impedance transformers
- Mic Muff Windsocks

*Items may also be booked for use with HD Multi-cam package – please see the studio production handbook for details about multi-camera equipment, MCR and Studio B.

**Student Account Request**

- New Account
- Re-activate Account
- Undergraduate
- Graduate

**PLEASE PRINT CLEARLY!**
By signing this agreement I hereby certify that I have read and understand all rules and regulations contained in the TV Center’s Student Handbook and agree to comply with said rules.

Should any problems or issues arise regarding use of equipment and/or regulations beyond what is outlined in the handbook, the TV Center will consult with the appropriate faculty member from the TV/Radio Department to determine a suitable course of action.

I understand that so long as I remain a student in good standing and am enrolled in a production class my account will be active for the semester.

Signature______________________________ Date__________________

For Staff Use Only: **DO NOT LEAVE BLANK!**

Staff Initials_________________________ Date entered_________________________