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.
• The use of campus resources for personal or commercial purposes is 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 in any areas where there is equipment including Studio B, MCR and the Post-production Lab.
• Any equipment loaned from the TV Center must have faculty approval, a signed damage waiver and security clearance.
• No students are permitted in Engineering, Operations, Storage or Distribution areas 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.

STUDENT ACCOUNTS

In order to use the TV Center’s Facilities or Equipment, you MUST first set-up a student account with your student or state ID.

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 or check TV Center door for any notices.

CHECKOUTS

WEEKDAY CHECKOUT
Field equipment may be borrowed for a ONE-DAY period between Monday and Friday. If equipment is needed for longer than a one-day period during the week, 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.

EQUIPMENT RESERVATIONS
• 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.

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.

• 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.

• Repeated failure to pick up equipment may result in a strike or suspension of reservation privileges.

• 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).

• 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.
Please Note: 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, dead batteries, etc.

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.

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 packet. 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
- Keep all equipment including storage media out of direct sunlight.

**Radio Production - Available Equipment**

**Mics**
- EV RE-50, AT M10A handheld mics
- Samson UHF Micro 32 Wireless mic kits
- EV RE-16 (supercardioid), EV 635 N/DB

**Recorders**
- Olympus LS-11 & LS-14 Digital flash recorder kits,
- Marantz PMD660 (Grad HD Flash Recorder)

**Accessories**
- Shure Field mixers FP-22/33, Shure impedance transformers, mic stands, fishpoles, Asst’d headphones, XLR cables, adapters, etc.