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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 Mutli-Camera Studio and Post-Production lab as well as other supporting services to students enrolled in production courses.

With a footprint of 2200 square feet Studio B remains the heart of the facility. Recently renovated, the studio is equipped with a 14 foot lighting grid, ETC lighting control/dimming system for over 100 instruments as well as full black travelers, two projection cycs and a green screen for special effects. Productions are able to stream live or record to our EVO server, BlackMagic Hyperdeck or AJA KiPro drives. Jibs, dollies, camera stabilizers and sliders can all be employed to enhance production along with scenic and lighting.

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

***FOR FIELD EQUIPMENT & POST LAB INFORMATION, PLEASE REFER TO THE FIELD 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.

STUDIO CERTIFICATION
Certification is required by the TV Center in order to use certain studio equipment. In order to help familiarize you to the equipment the TV Center staff conducts workshops in basic studio operations for Camera/Pedestal, Lighting Ladder and Jib Operation. These workshops may be during class time or you may drop in during any of the open sessions.

Once you have undergone a review 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 use restricted equipment.**

STUDIO & EQUIPMENT RESERVATIONS

WORK ORDERS
All requests **MUST** be approved by your professor before being sent to the TV Center to check for availability. You will be emailed the status of your request as soon as it is processed. In the event that your requested studio time slot is unavailable the Operations staff will contact you with alternative times. All bookings will be confirmed with the assigned WOR#, which can be referenced in the event of any questions or cancellations. Please print and bring WOR as proof of booking.

**You may reserve the studio or equipment using our online system at www.bctvcenter.org or by filling out a hard copy of a Work Order Request (WOR).**

EQUIPMENT RESERVATIONS
- **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.**

STUDIO RESERVATIONS
The studio may be reserved for tech or performance rehearsals. “Space Only” reservations do not need engineering or tech support. If you intend to use any studio equipment outside of class you are required to get special permission from your Instructor and TV Center Staff.

When completing your WOR, please specify if you are reserving:

- **Studio only**
- **Studio with lighting** – only staff or certified individuals may work on the grid and operate the lighting board.
- **Studio and MCR (ADVANCE APPROVAL ONLY*)** – this indicates
you will be using cameras and equipment in MCR - including productions scheduled during class time. Please include all pertinent information such as how many cameras, mics, lighting, scenic or other production/technical elements that you’ll need. This is in addition to any requirements of the dept. or your Instructor.

Reservations without MCR must be submitted by 1PM the day before the requested date. If MCR is needed, we must receive the WOR with approval at least one week in advance.

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

Failure to check-in for studio usage 30 minutes past the time designated on an approved WOR is considered LATE and the order will be cancelled. A penalty may be issued and the facilities will be made available to others. **IF YOUR RESERVATION IS CANCELLED, YOU MUST SUBMIT A NEW WOR.**

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 TV Center 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.

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

**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.**
USE OF TV CENTER FACILITIES

STUDIO “B” & MCR

Welcome to the TV Center’s Studio B & Master Control Room (MCR). In over 50 years of operation, these walls have seen productions ranging from the dramatic to comedic, live musical performances, talk shows, news programs and just about anything else you can think of!

Our 2200 square foot studio has a full HD infrastructure that can be utilized with up to 5 studio cameras along with a complement of broadcast equipment including a 3-Mix/Effects (3 M/E) switcher, a full sound mixing console with integrated ProTools and the ability to record to or playback from a variety of HD & SD formats. We have a DMX control board and a 14-foot light grid that can be equipped from a selection of over 100 instruments. We also have full multi-camera field packages that can be used to shoot on remote locations. Please see the end of the handbook for a partial equipment list.

STUDIO SAFETY

Of highest priority to the TV Center staff are personal safety and the safe handling and operation of the equipment necessary for live production. Whether you are a seasoned professional or entirely new to the environment we want to ensure that all classes, productions and crews are well aware of any hazards and follow the appropriate protocols for the best possible outcome of your efforts.

TV Center staff members are experienced engineers, technicians and producers. We are here to supervise and assist your instructor and the crew in order to ensure all systems work properly and safety/operations protocols are adhered to. While primary direction will come from your instructor, the TV Center’s technical staff is here to offer you supplementary assistance with any issues that may arise.

In short, if you need help, PLEASE ASK.
STUDIO & MCR RULES

• THE EATING, DRINKING, AND STORAGE OF FOOD & BEVERAGES IS STRICTLY PROHIBITED

• TURN OFF ALL PHONES AND AUDIBLE DEVICES

• YOU MUST ADHERE TO ALL SAFETY PROTOCOLS AND WEAR ANY REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE) SUCH AS WORK GLOVES, SAFETY GLASSES, ETC.

• PROPER FOOTWEAR MUST BE WORN BY ALL CREW MEMBERS. NO OPEN TOE, FLIP FLOPS OR HEELS ARE PERMITTED - SNEAKERS OR BOOTS ARE PREFERRED

• ON PRODUCTION DAYS PLEASE DO NOT WEAR CLOTHES OR JEWELRY THAT MIGHT GET CAUGHT WHILE MOVING FLATS, PROPS, LIGHTS, ETC.

• IF YOU HAVE NOT BEEN TRAINED TO USE A PIECE OF EQUIPMENT DO NOT ATTEMPT TO USE IT – REQUEST TRAINING FROM YOUR INSTRUCTOR OR CONSULT WITH TV CENTER STAFF

• NEVER TURN OFF OR ATTEMPT TO RESTART EQUIPMENT WITHOUT APPROPRIATE STAFF SUPERVISION

• SUPERVISION OF FACULTY OR APPROPRIATE STAFF MEMBERS IS REQUIRED FOR MOVING/CONSTRUCTION OF SETS, FURNITURE, PLATFORMS, FLATS, PROJECTORS AND LIGHTING INSTRUMENTS

• NEVER MOVE ANYTHING BY YOURSELF – FOLLOW PROPER PROCEDURES FOR LIFTING AND MOVING HEAVY OBJECTS (SEE GUIDELINES on PG 7)

• ALWAYS KEEP WIRES AND CORDS COILED OR PROPERLY TAPED TO THE FLOOR USING GAFFER’S TAPE

• ALWAYS KEEP LIGHTS AWAY FROM ANY TYPE OF FABRIC (DRAPERIES, UPHOLSTERY, ETC.), WATER, PAPER OR FLAMMABLE SUBSTANCES

• ALL FIRE EXITS MUST BE KEPT FREE OF OBSTRUCTION – NOTE THE LOCATION OF FIRE EXTINGUISHERS IN THE STUDIO AND MCR

• DO NOT LEAVE AT THE END OF A SHOOT UNTIL THE STRIKE IS COMPLETE AND EVERYTHING HAS BEEN RESTORED TO ITS ORIGINAL STATE – this includes clean-up of all garbage, returning equipment, putting away all props, etc. – please refer to the guidelines.

YOU MUST CHECK IN WITH YOUR INSTRUCTOR, TA, OR ENGINEER BEFORE LEAVING TO AVOID PENALTY. ONLY A STAFF OR FACULTY MEMBER MAY CALL THE STRIKE COMPLETE.
STUDIO OPERATIONS GUIDELINES

“IF YOU DON’T KNOW, ASK!”

The Studio and MCR will be set up and configured for your class or shoot based on the information you or your instructor provide the technical staff. Basic Control Room operation procedures will be reviewed with you by your instructor and/or TA. If you require additional assistance, please seek out a TV Center staff member for help. Some of the components that will be covered include:

- Video Switcher
- Audio Mixer
- Character Generator (CG)
- Lighting Control
- Teleprompter
- Playback & Recording

STUDENTS ARE NOT PERMITTED TO ALTER THE SET UP OF ANY STUDIO COMPONENTS OR ENTER THE MACHINE ROOM - Please ask the staff for assistance and we’ll make sure you can access what you need.

RECORDING & PLAYBACK FORMAT

The default recording format for the studio is HD 1080 60i QuickTime .mov format (ProRes 422) with PCM linear audio at 48 KHz, recorded to HD optical disc, SSDs, or KiPro.

If you require a different configuration for recording, you must let the engineer know in advance. TA’s will be responsible for loading recorded programs to any external sources (ex. external hard drives, etc.), including for student use. MFA students will be responsible for their own media.

1) Please back up your material – we will regularly be purging hard drives and recording media!!!

2) All B-Roll sources must be checked for format compatibility in advance of your production date. Please make an appt. with the engineering staff no less than 3-days in advance so there is enough time to convert/output a new version if needed. If materials are not checked in advanced you may not be able to playback during your live production.

3) Playback of various sources will be prepared in advance by the TA and/or engineer on duty and should be formatted and handled as follows:

Video - .mov files only in HD 1080 60i format (no FCP project files and cannot exceed 2GB). For your production you will need a Playback Operator to cue and play all materials from the playback/ingest station. (If your material was shot in a progressive format or on a GO PRO! Camera please see the staff in advance. We also have legacy machines for archival material on Mini DV, Beta-SP, or VHS.)

Stills (photos and graphics other than Chyron) - .png format only, not to exceed 5MB. To be loaded into the SONY switcher by the TA or engineer. The TD assigned will be responsible for operation during rehearsals/shoots.
including playback of stills and recording.

**Credits/Titles/Lower Thirds** – can be pre-programmed into the Chyron station by your CG Operator. They will also be responsible for proper playback on the day of production.

**Teleprompter** - text can be loaded in advance using .txt, .doc or .docx format. The Teleprompter Operator will be responsible for pre-loading and operation during any rehearsals/shoots.

**Audio** - can be played back from iPods/iPhones, mp3, wav files or cds and may be loaded in advance. The Audio Mixer will be responsible for playback/recording of all audio sources for the production.

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**RESTRICTED WORK AREAS**

**CAMERA & PEDESTAL OPERATION**
Our studio cameras are professionally equipped and set-up. Operating them properly is very different from using field camera/tripod set-ups and requires careful attention to avoid damage or injury. Because of the complex mechanisms involved you can achieve very smooth and professional camera moves when using them however you must first undergo studio camera and pedestal certification with a TV Center staff member.

**LADDER & LIGHTING SAFETY**
A fall from a ladder could be fatal or injure you for life! You must undergo ladder safety training with an appropriate staff member before using and follow all safety protocols.

The lighting grid carries enough live electricity to seriously harm a person – a shock from the electrical current could even be fatal. There is also serious risk of getting burned, having lamps explode or sustaining an injury from mishandling an instrument. Due to these inherent hazards only trained crew members will be allowed to move, unhook or reconnect lights on the grid.

**SET CONSTRUCTION**
The TV Center has a small scene shop appropriate for construction of minor set pieces only. Any set construction requiring use of the TV Center scene shop is subject to the approval of TV Center management and may only be undertaken by qualified individuals under the direct supervision of appropriate staff or faculty. You must be trained in the proper operation of any tools before using and wear all OSHA required PPE including safety glasses or goggles, gloves and appropriate footwear.

**JIB OPERATION (MFAs ONLY)**
The Jibs are one of the most complex mechanical pieces of grip equipment you may ever use. They can achieve stunning results by working with a counterweight system and mechanical controls. Much like the pedestals they require training in proper use to avoid hazards. Only trained crew people will be allowed to crew as Jib operators.
PROP ROOM & SET DRESSING

The center stores a small number of flats, furniture pieces, fabric, props and other items in the prop storage room. Please handle with care so that we can preserve props/dressings for future use by other students and return everything in the same or better condition than you found it!

There are hand trucks and dollys available to transport items to the studio.

Please wear gloves and do not drag items across the floors. If you don’t see an item you need please ask the Operations staff.

LIFTING AND MOVING OBJECTS - Lifting loads improperly can cause back injuries!!!

- Make sure to get appropriate assistance when lifting or moving heavy or awkward objects
- Before lifting any load, check for slivers, jagged edges, burrs, rough or slippery surfaces and protruding nails
- Keep fingers away from pinch points, especially when setting materials down on the floor or against walls, posts, or other materials
- Check your intended path for obstructions
- WEARING WORK GLOVES IS HIGHLY RECOMMENDED!!!

During Shoots:

- Attaching items (pictures, posters, banners etc.) to the lighting grid or cycs must be approved in advance and rigged by qualified individuals
- No open flames of any kind may be used in the studio
- All decorative set materials must be flame retardant or made of non-combustible materials - Confetti, sand and any other set dressing consisting of small particles are prohibited
- Flats and set pieces must be securely attached and braced with c-clamps and sandbags – please ask one of our Technical/Operations staff for assistance
- If you bring in personal props, costumes, etc. they must be removed at the end of the shoot

When done:

- Place props back in storage, in their proper locations
- Put all chairs and tables away
- Cameras should be pulled back and cables coiled
- Return all portable equipment including microphones, cables, etc. to Distribution or Engineering
- All lights & audio devices should be powered off
- All gels and/or gobos returned to Engineering
- Remove all spike and gaffer’s tape from the floor and risers
- Remove all garbage/debris including any craft service items left in the hallway or Green Room
STUDIO B/MCR EQUIPMENT LIST AND INFO

Studio Cameras  Sony HXC100K & HSC300K cameras w/Fujinon zoom lenses

Peds/Grip   Vinten Fulmar and Osprey Elite with Vision 250 heads & Jimmy Jib Lite

Switcher   Sony MVS-6350 40 input switcher with 3 M/E's

Audio Mixer   Yamaha DM2000 w/ integrated ProTools

CG   Chyron LEX3

Teleprompt   Autoscript

Lighting Control   ETC Express 48/96

Intercom   ClearCom Eclipse

Multi-Camera Field Production Packages

Camera Kits   Sony XDCAM EX HD PMW-350 Camera Packages including: AC Adapter, Viewfinder, Ikan VX-7 LCD Monitor, Varizoom Focus/Zoom Controls, Tripod Plate, On-camera mic, White Card

Tripods   Cartoni MCI-5 Tripods w/arms, feet & spreaders

Switchers   Tricaster 855 with 3Play and Live Text or Panasonic AV-HS400AN w/ATEM

Media Recorders   Sony XDCAM Deck - PDW-F1500, BlackMagic HyperDeck & AJA Ki Pro

Audio   Presonus Audio Boards w/MacBook & Audio Monitors

Intercom   Clear-Com Intercom Interface w/beltpacks, headsets and accessories

Cable Reels   4-interface cable snakes

Additional equipment available on request:

Projectors C-Clamps and other Grip
Metal Risers Flat screen monitors
Platforms Studio Mics
Standard 4’ x 8’ Plywood Flats Screens
Tables & Chairs LED floor lights
Assorted Props & Fabric C-Stands
Gels Apple Boxes
Track Dolly (MFA ONLY) Flags
**PLEASE PRINT CLEARLY!**

**Name**

**Class # and Fall or Spring**

**CUNYFirst ID# (last 4 digits only!)**

**Primary Phone**

**Email**

**Home Address**

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**Brooklyn College Television Center - Student Agreement**

*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________________**

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

**Staff Initials__________________  Date entered____________________**