

Access Policy and Procedures

I. General Policies and Procedures

1. The Media Center's equipment can only be operated/used by students enrolled in ACM production classes for ACM assigned class projects. Students checking out equipment for a class production can only use it for that class production and not use it or loan it for any other ACM production unless those students have permission of their Instructor and the Media Center Director and both parties reserve, pick-up and return said shared equipment. ACM 410 has priority for equipment reservations. The purpose of the ACM Media Center, (2350 Dole Street, Phone: 956-0750), is to provide equipment for **assigned projects** in the following classes:

- ACM 310 Cinematic Narrative Production
- ACM 312 Cinematography
- ACM 370 Directing the Actor
- ACM 374 Post Production Sound
- ACM 375 Directing the Camera
- ACM 399 Directed Group Project
- ACM 405 Documentary Production
- ACM 410 Advanced Cinematic Production
- ACM 455 Indigenous Filmmaking
- ACM 499 Directed Reading and Research

2. Other students wishing to check out equipment who are not currently enrolled in an ACM production class listed above must have successfully completed ACM 310, be an ACM major, show an equivalent level of competency and attain Media Center Director and ACM instructor approval.
3. Student Media Center assistants are present to uphold these policies and procedures in addition to helping facility users with equipment and facilities; however, they are not required to work on student projects. If you are having problems with the equipment or are running into any other difficulties, please ask for help and a staff member will try to assist you as best as possible.
4. Students borrowing equipment must have read and abide by all ACM Media Center policies and procedures in addition to being familiar with proper equipment use and safety measures.
5. We encourage all major production and post-production positions:
- **Director**
 - **Producer**
 - **D. P.**
 - **Camera Operator**
 - **Audio**
 - **Editor**
- be filled by **current ACM majors**. **399's** and **499's** with instructor's approval may use ACM Alumni but must provide proof of insurance. An ACM Alumni may do no more than one (1) project per semester.

6. **All ACM equipment is for use on the island of Oahu only.** Use of ACM equipment on the outer islands or out of State, must be approved by both the ACM Instructor and the Media Center Director.
7. The Media Center Director shall make final decisions regarding any schedule conflicts, equipment use, studio use, hours of operation, etc.
8. The ACM Media Center studio facilities have been designed to accommodate the general needs of the students it services. The ACM Media Center Staff request that **NO HARDWARE** and/or **SOFTWARE CHANGES** be made to any system. Should you need assistance, please feel free to ask an ACM Media Center Staff member who will try to assist you as best as possible.
9. Any individual may be denied use of the ACM Media Center equipment and/or access to its facilities at any time if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is hazardous or disturbing to others occurs. Use of Media Center Equipment for other than ACM assigned projects will result in failure of the class and monetary restitution.
10. Students wishing to shoot on campus must clear any production with **Campus Security** 1980 East-West Road or Phone 956-6911 using the On Campus Location Permit.
11. Students who have received an **incomplete** in a production class will have access to equipment as a last priority and only until the posted UH incomplete deadline.
12. In order for students to continue to benefit from using ACM equipment students will return the equipment in the same condition as received. If not a **fee** ranging from **\$50 - \$150** will be charged.

II. Certification

1. In order to reserve/use ACM Media Center's equipment students must be enrolled in a production class and be certified by ACM Media Center Staff and/or by an Instructor during the current semester. **No exceptions!** Certification status must be **renewed each semester** by appointment.
2. Orientation and practice sessions may be provided to a production class by an Instructor or through arrangements made with the ACM Media Center Staff based on resource availability.
3. Students seeking to renew "certified status" must be enrolled in an ACM Production class, have taken ACM 310, and/or receive consent from the Media Center Director.
4. "Certified status" can be obtained through the passing of a practical, hands-on exam demonstrating knowledge of proper equipment use and function, general maintenance, and safety measures.
5. A minimum 1-day respite period is required between an orientation/practice session and a certification exam or between an unsuccessful certification exam and a certification makeup exam.

III. Reserving Equipment

1. Only certified students may reserve equipment. Reservations must be made at least 24 hours in advance. The ACM Media Center staff has the right to refuse service to student(s) if reservations are not made 24 hours in advance.
2. Only All reservations will be honored subject to priority classes (i.e. ACM 410)
3. All reservations are to be made with the assistance of an ACM Media Center staff member by either signing up in the "reservation" book or by phone at least 24 hours in advance. In the case of a phone reservation, the reservation must be confirmed by an ACM Media Center staff member, before the reservation becomes valid.

When making the reservation in person, if an ACM Media Center staff member is unavailable, students may request a reservation by calling the phone message system, which will time stamp the reservation. The reservation must be confirmed by an ACM Media Center staff member before the reservation becomes valid.

4. Any equipment requiring certification may not be reserved until student has been certified for that specific piece of equipment.
5. All projects will be **restricted to two weekends per project** except for **ACM 405, 410, 399 & 499, which will have 3 weekends** (other exceptions must be approved by the Instructor and the Media Center Director and will be the lowest priority for equipment use). **ACM 399 & 499 will have the lowest priority after mid-semester.** Weekday reservations may be assigned a maximum time limit for equipment reservations by the Instructor or Media Center Director as deemed appropriate or depending on facility demands.
6. Students must present a validated UH student ID when checking out equipment.

IV. Semester Checkout

1. Cameras may be assigned to certified users in classes for the entire semester pending instructor approval.
2. All semester checkouts must be returned by the last day of the final exam period, unless arranged differently by instructor. Failure to do so may result in a grade of incomplete in the course or other forms of academic reprimand.
3. All group members must be present to checkout and check-in the equipment.

V. Check-in and Check-out Times

1. **CHECK-IN** – equipment must be returned between **8:30am and 11am**, Monday through Friday. Equipment must be returned to an ACM Media Center staff member at the Media Center.
2. **CHECKOUT** - equipment will be available for checkout between **2pm and 4:15pm**, Monday through Friday with a grace period of 15 minutes, after which the equipment will be released on a first come first served basis. **No checkouts can be started after 4:30pm.** Reservations may be made via phone or in person.
3. **STANDBY CHECKOUT** (non-reservation) – If a student has not made a reservation, they may checkout equipment from the Media Center at 4:30pm. Please arrive before 4:30pm, as no checkouts can be started after 4:30pm.
4. Student(s) checking out ACM Media Center equipment must inspect the equipment together with a Media Center staff member to verify that the equipment is operational and note on the checkout sheet any damage that the equipment has already sustained. The student(s) and the staff member will then sign the checkout sheet for mutual agreement of the condition of the equipment. Should, for any reason, the student(s) take the equipment from the Media Center checkout area without verifying the operation of the equipment, they will be held wholly responsible for any damage and operational defects to the equipment.
5. Standard checkouts are for a period of **two nights**. If you check out a piece of equipment on Monday afternoon, it must be returned on Wednesday morning, Tuesday checkouts must be returned Thursday morning, etc.
6. Equipment checked out on Thursday afternoon **MUST BE RETURNED ON FRIDAY MORNING**. This is a one-night checkout only and equipment cannot be kept through the weekend without special permission from an instructor and/or the Media Center Director and pending equipment availability.
7. Equipment checked out on Friday afternoon **MUST BE RETURNED MONDAY MORNING**.

VI. Canceling Reservations

1. An equipment reservation will be held up until 4:30 pm, which includes a grace period of 15 minutes, on the reserved day. If the equipment is not picked up by 4:30 pm, the equipment will be released for checkout to students without reservations.
2. If a student is unable to pick up equipment he/she must contact an ACM Media Center staff member no later than 15 minutes prior to the reserved time to cancel the reservation. In the event that the student fails to pick up reserved equipment by 4:30pm and/or doesn't cancel the reservation, the student will be penalized **ONE MARK**.

VII. Stock Music Use

1. ACM has an agreement with a music company to use their copyrighted music in ACM productions. This music is available on-line after a student signs a **Music Download Agreement**. ACM also has a **Sound Effects Library** & music from **Apple Mountain** on a hard drive at the Media Center.
2. Students must bring their own storage medium (Apple laptop, external hard drive) to copy music/sound effects found at the Media Center for production use. The original audio CDs containing the music, as well as the ACM hard drives containing the digitized versions of the music, CANNOT be checked out and must not leave the ACM Media Center facilities.
3. Students must fill out the ACM Music Release Form for all songs used in projects. This form is available in the ACM Media Center and on the ACM website under the resource tab.

VIII. Safety Principles of the ACM Media Center

1. NEVER FORCE ANYTHING. If something you are attempting to do requires any amount of excessive force, STOP and review your methods.
2. NEVER OVER TIGHTEN. This may cause the stripping of threads and/or the use of excessive force can damage the equipment. (See Golden Rule #1)
3. NEVER LEAVE EQUIPMENT UNATTENDED. Camera and other video equipment are prime targets for theft.
4. NEVER LEAVE EQUIPMENT EXPOSED TO ANY HEAT SOURCE. This includes never leaving the equipment in the trunk of a car. Heat will damage the equipment and ruin your videotapes, so remember to remove the videotape from the camera before transporting.
5. NEVER TAKE ACM EQUIPMENT TO THE BEACH OR NEAR SHORELINES. Sand and salt air/spray can clog and damage the sensitive equipment.
6. NEVER USE THE EQUIPMENT IN "RISKY" ENVIRONMENTS. "Risky" locations are defined as, but not limited to any time of airborne devices or locations including airplanes, helicopters, skateboards, motorcycles, rollerblades, etc., night time shoots in low lit and/or unsafe areas, and "remote" areas which require transport of equipment over rough terrain. Final determination of "risky" environments shall be at the sole discretion of the ACM Media Center Director.
7. ONLY CLEAN THE LENS AND VIEWFINDER THE SUPPLIED CLOTH AND SOLUTION. There is a high probability of scratching and permanently damaging the lens without the proper cleaning materials. Either use the supplied cleaning materials or have an ACM Media Center Staff member clean the lens for you.
8. NEVER AIM THE CAMERA'S VIEWFINDER, LCD SCREEN or LENS DIRECTLY AT A STRONG LIGHT SOURCE or LASER. This includes the sun, the reflection from the sun off an object, a strong lamp, or other lighting element(s).
9. NEVER POINT A LASER INTO THE LENS OR POINT THE LENS INTO DIRECT SUNLIGHT! This will damage the sensor chip.

10. NEVER PLACE THE CAMERA NEAR A MAGNETIC FIELD! The magnetic field will erase your media and damage the camera.
11. ALWAYS PUT MISC. EQUIPMENT SUCH AS LENS CAPS, STRAPS, ETC. IN THE CAMERA BAG. It is too easy to lose or forget such items.
12. NEVER STORE CAMERA IN THE CASE WITH THE BATTERY, and CARDS INSERTED! Battery will lose its charge and shorten its useable life! The card can become corrupted.

IX. Penalties

NO-SHOW PENALTY AND LATE PENALTY

Students will receive **ONE MARK** each time a reservation is neither utilized nor canceled, and also when equipment is returned late or checked in improperly. Upon receiving **TWO MARKS** the student will lose their advanced reservation privileges and will only be allowed to checkout equipment, if available, at 4:30pm on the day of their desired checkout. Upon receiving **THREE MARKS** the student will receive an academic reprimand as decided by their supervising faculty, which may also impact the student's access to ACM equipment. If you are going to be late please **contact us at 956-0750.**

MISUSE / ABUSE PENALTY

Any individual, at any time, may be denied use of the ACM Media Center equipment and/or access to facilities if any misuse or abuse of any equipment, reservation privileges, and equipment use policies, improper conduct or behavior which is otherwise hazardous or disturbing to others occurs. In order for students to continue to benefit from using ACM equipment we ask students to return the equipment in the same condition as received. If not a **cleaning fee ranging from \$50 - \$150 will be charged.** If a bulb burns out during your shoot, you will not be charged for it if you return the bulb intact. Otherwise bulbs cost from \$15 - \$75 each.

LIABILITIES

Students are liable for lost or damaged equipment and paying a **\$1,500 insurance deductible.** Failure to pay for repair or replacement of lost or damaged equipment in an expeditious manner can result in legal action, failing the class and, in extreme cases, expulsion from class, withholding of degree, transcripts not tendered, and a hold placed on your account that will prevent you from registering until restitution is made. **Report any theft or loss immediately to UH Department of Public Safety (956-6911) and the local police precinct.**

In signing for equipment, you acknowledge that each piece is fully functional and in good condition. For your own protection, check each piece and make sure it is noted correctly on the checkout sheet from the Media Center. If a piece is slightly damaged but functioning, and you choose to take it out, note this on your checkout sheet.

For group checkouts: should the equipment be lost, stolen or damaged, the charges will be divided amongst all members of the crew that are enrolled in the course, unless it can be proven that only one crewmember is solely responsible.

Estimated Value of ACM Equipment: (prices subject to change)

Cameras:	\$500 - \$100,000	Sound Recorders:	\$600 - \$6000
Lenses:	\$450 - \$20,000	Microphones:	\$300 - \$1300
Tripods:	\$250 - \$5000	Boom Poles:	\$125 - \$1000
LED lights:	\$500 - \$2000	Fresnel lights:	\$350 - \$750

X. Copyrights

Student filmmaker(s) will be the sole and exclusive owner(s) of all copyright rights of student produced work. To be certain you have the copyright for your film, you will need to register your film with the U.S. Copyright Office at www.copyright.gov using Form PA.