

Media Center Policy Manual:

2017/18

(updated 06/10/17)

Watkins.
College of Art

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Watkins College of Art Media Center Policy Manual

The Watkins Media Center provides media equipment needs for students, faculty and staff, and oversees The Film School and Department of Photography labs and facilities. The Media Center staff gives tutorials on camera, grip, sound and lighting equipment where needed to assist students, staff and faculty in the correct and safe operating procedures for all lab and media equipment.

The Purpose of the Media Center Policy Manual is to outline policies, safety guidelines and procedures, which ensure that students are operating equipment correctly and safely. The manual also describes in detail the principles of proper conduct that prepare students, staff, and faculty to work cooperatively and responsibly in a professional environment.

The Media Center may update, change or amend any of these policies, procedures or services at any time during the academic year without prior notice. Additional policies and procedures may be written and distributed, or posted in specific areas throughout labs, equipment checkout areas, and classrooms. Although the Media Center will make every effort to notify students regarding any policy changes, it is the students' responsibility to read posted announcements.

Staff, faculty, and students are responsible to acquaint themselves with all policies and instructions, both written and posted, and are expected to follow them. Failure to act in accordance with posted or written policies may result in loss of privileges, financial penalties, and disciplinary action.

COLLEGE MISSION STATEMENT

Watkins offers a studio-based curriculum, supported by a strong academic foundation. The faculty and staff are committed to a learning-centered environment that challenges the student to engage the mind, train the eye and cultivate talent and skill into an active realization of creative potential.

Watkins College of Art Policies

Watkins' equipment and facilities are for use by staff, faculty and currently enrolled students, only. Everyone else must obtain permission from the Vice President of Academic Affairs to use equipment and/or facilities.

Watkins equipment and facilities are for class assignments and projects only. Equipment and/or facilities may not be used for profit-making endeavors. Final approval for any exception to this policy is at the discretion of the Department Chairs only.

The appropriate request forms may be picked up from the reception desk. The form **MUST** contain all appropriate approvals at least 48 hours prior to using the equipment/facility on or off-site.

Watkins is a "no-smoking" facility. Absolutely no smoking is permitted in any lecture room, studio space, or lab. This rule is strictly enforced.

Information Technology and Equipment Services (IT&ES)

Instructional Technology refers to audio/visual equipment, computers, projection and display technology, audio projection and recording technology.

Faculty/staff may request information technology for classes or events either on or off-site on a regular or temporary basis by filling out and submitting a *Technology Request* form. These forms must be submitted to the Post Production and Audio Visual Engineer or placed in the bin next to room 606 at least 48 hours in advance. Completed requests may also be emailed to requests@watkins.edu. Blank forms are available at the front desk and the bin next to room 606.

The theater equipment rack and projector are permanent fixtures in each classroom. All other Informational Technology and Equipment Services equipment will require that the *Technology Request* form, properly filled out and approved, 48 hours in advance.

Students wishing to use equipment on or off-site must fill out a *Technology Request* form. This form must include the Instructor or Department Chair approval and IT&ES approval 48 hours in advance. Students are financially responsible for repair and replacement of equipment due to neglect or accident.

Faculty approving student use of IT&ES such as laptops or slide projectors assumes all responsibility for the equipment, including check out and return.

Any malfunctions with IT&ES equipment must be reported by submitting an *Equipment Trouble Report* in a timely manner. This ensures prompt repair or correction of the problem. *Equipment Trouble Report* forms are available in every computer lab and the wall bin next to room 606. Completed forms can be placed in the drop bin next to room 606 or e-mailed to support@watkins.edu.

COMPUTER LABS

Use of computer labs is subject to availability. Some computer labs may be reserved for class instruction. Students may be required to vacate the lab during these times. Class days and hours will be posted in each lab at the beginning of each semester.

All work should be stored on removable media and set scratch disk settings properly (if applicable) so that projects can be resumed on a different lab computer. All work should be transferred to personal external drives or removable media as soon as possible. Work should never be left on the desktop as all desktops are periodically erased during and are completely cleared at the end of each semester. All work is vulnerable to erasure if left on any computer hard drive for extended periods.

Projects found on any computers may be deleted, including all media and related files, without any warning or notice. Once again, ALL media and projects should be stored on removable drives (Fire wire, USB, etc.)

All computers, within each department, are running the same versions of software, so reservations for particular computers are not required or permitted.

Food and drinks are prohibited in all computer labs on the Watkins campus. If you are proven to have consumed food or drinks other than water in the lab(s), you may be issued a \$50.00 fine to be paid to the Business Office.

Computer Drives

- Do not unplug, re-patch cables or move computers or equipment. If this is necessary contact appropriate personnel in ITES.
- Follow all posted procedures before shutting down and leaving.
- Computer desktop screens have been calibrated and should remain gray for color managing photographic images. Please do not change the appearance of computer screens.
- Do not install software on computers, as this may affect computer performance.
- Students should not delete anything from the computer except their own work.
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Failure to follow Watkins or Media Center rules may result in loss of privileges, financial penalties and other disciplinary action.

Media Center Policy Overview

The use of media and studio space in the Media Center is subject to availability. Although the center will make every effort to accommodate students, faculty and staff, some labs/studios may be reserved for class instruction. Students may be required to vacate the lab during these times. Class days and hours will be posted in each lab at the beginning of each semester. However, occasionally labs and equipment may be reserved at the last minute for class instruction or maintenance.

The Media Center Director (MCD) oversees the maintenance and operations of all media equipment at Watkins and the labs and facilities designated for The Film School and the Watkins Department of Photography. The MCD ensures that all equipment, policies & facilities are updated and maintained, and that all processes, techniques and chemicals are handled properly in accordance with state and federal law in order to provide a safe and efficient working environment for faculty, staff and students. The MCD is supported by the Media Center Assistant and a competent staff of Lab Techs. The Media Center Assistant is available to handle equipment checkout and return, offer technical support on the proper use, performance and operation of all media equipment, photography chemical use and handling, and to help monitor the contents and use of the photo lab and film school facilities.

The following policies and procedures are listed according to general guidelines of the entire department followed by policies pertaining to specific areas. These policies and procedures provide students, faculty and staff with valuable information regarding access to the department facilities & equipment, proper and safe handling of equipment, and health & safety measures for working with photographic chemicals. These policies & procedures are subject to change at the discretion of the MCD and/or Department Chairs, at which time, such changes will be posted throughout the labs and studios. Violations to any of these policies & procedures may result in financial penalties and/or loss of facility privileges. Cooperation in following these policies & procedures is essential in keeping the facility and equipment in good working order, for the health & safety of those working in the facility, and for the overall health of the program.

Contact Information

Kristy West, Media Center Director, 615-277-7451, kwest@watkins.edu

Brandon Flowers, Media Center Assistant, 615-277-7438, bflowers@watkins.edu

Kristi Hargrove, Fine Art & Photography Department Chair, 615-277-7419, khargrove@watkins.edu

Karla Stinger-Stein, Core Studies Department Chair, 615-277-7448, kstingerstein@watkins.edu

Richard Gershman, The Film School Chair, 615-277-7434, rgershman@watkins.edu

Shawn Maggard, Director of Information Technology, (IT) 615-277-7415, smaggard@watkins.edu

Greg Pine, Post Production and Audio Visual Engineer, (IT) 615-277-7435, gpine@watkins.edu

General Media Center Policies

- All students must show their current Watkins student ID to the staff member on duty when using the facilities or checking out equipment. If the staff member or other authorized personnel requests a student to present their Watkins ID and they cannot present it, the student may be asked to leave.
- Students must return a signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Any mid-semester changes to policies will be posted in the photo labs, Film School facilities, and equipment areas. Students, faculty and staff are expected to follow all posted procedures for each area of the lab. Changes that are made between semesters will be presented in writing in the Media Center Policy Manual, which is updated as needed.
- Technical and operational assistance may be available only during staff office hours. If assistance is required, students and faculty should schedule sessions during these hours and make an appointment with an instructor or appropriate personnel for assistance.
- Reservations for all facilities in the Media Center are to be made through the Media Center Director. Any reservations not made through the Media Center Director are not valid and will not be honored.
- Student and faculty use of all facilities in the Media Center is permitted only during the semester. Between semesters, the facilities are reserved for the Media Center staff, the facilities crew and the IT&ES Department in order to perform maintenance and updates.
- Students, faculty and staff should never unplug and/or move equipment. Contact the appropriate personnel if equipment must be moved.
- Designated areas have been identified in the photo lab and film school for drinks. All drinks must have tops. All left over drinks and bottles must be removed or properly discarded before student leaves the lab area.
- No food or drink is allowed in computer labs. If you are found to have consumed food or drinks other than water in any of the computer labs, you will be issued a \$50.00 fine to be paid to the Business Office.
- Any and all fees and fines owed to the Media Center must be paid in full by the end of each semester. Failure to pay any fees and fines will result in a hold being placed on students’ grades until the fee/fine amount is paid in full.
- Students are responsible for all materials required for classes including, but not limited to film, paper, digital materials, memory cards, batteries and chemicals.

Cooperation and Conduct

- Lab, studio and sound stage time is a commodity. In order for everyone to have reasonable access cooperation with Media Center established policies is essential.
- Students are not permitted to make any undisclosed changes to any facilities at Watkins College. Changes include but are not limited to painting, removing or altering props or set pieces, using fake blood or smoke machines and building and storing additional set pieces. Students caught making unapproved changes to the facilities will be issued a negligence fee and may receive disciplinary action.
- Students should start projects as early as possible. The end of the semester gets quite busy in all areas of the Media Center so do not wait until the last minute to finish projects! Students are responsible for planning assignments so that they have access to necessary equipment when needed.
- Tampering with posted lab and room schedules/reservations is prohibited.

- Deleting, removing or destroying other student's projects from computer drives, drying cabinets and any other areas of the lab and facilities without their consent is prohibited.
- Be courteous and respectful in class and in the lab. Work cooperatively.
- Turn cell phones off or on silent when you are working in the Media Center.
- Listen to all music either on headphones or at a reasonable level.
- Uncooperative, unruly, malicious or abusive behavior toward faculty, staff or fellow students in all areas of the campus will not be tolerated and may result in loss of lab privileges.
- Immature behavior, inappropriate comments or offensive noises, and talking during class will not be tolerated and can result in loss of lab privileges.
- Misconduct will be reported to the Director of Student Life.

Disciplinary Action

The Media Center may, at its discretion, revoke a student's privileges to use facilities or equipment and may assign financial or other penalties (in addition to requiring compensation) for violations of school policies and procedures. Specific violations, which are likely to result in disciplinary action, include:

- Observation or evidence of improper, unsafe or careless use of equipment or facilities.
- Equipment damage or loss due to maliciousness
- Failure to clear outstanding financial or administrative responsibilities

Equipment Checkout

Equipment Room

EMAIL: filmequipment@watkins.edu OR: bflowers@watkins.edu

PHONE: 615.277.7438

NOTE: Students may reserve all equipment through the Watkins Equipment website at equipment.watkins.edu. Please be sure to reserve equipment for pick up and return during hours the equipment room is open.

HOURS: *It is the student's responsibility to check the Equipment Room hours of operation. Hours are listed in this manual on page 55 for students enrolled in classes in The Film School and on page 54 for all other students. Equipment Room hours are also posted in prominent places throughout the college. These hours are subject to change. Students should check, in advance for any changes in the daily operational hours during the semester.*

CLOSINGS: *The equipment room is open when the college is open and will be closed when the college is closed in accordance with normal operating hours and in observance of all major holidays and snow days. The equipment room may be open for limited hours during class breaks such as Spring & Fall Break. Hours will be posted in advance.*

REMEMBER: *Students may only pick-up or return equipment during posted operational hours. There will be no pick-up or return outside of these hours of operation.*

NOTICE: Students, faculty and staff do not ever have permission to enter the equipment room without a member of the Media Center staff being present.

A. Equipment Available For Checkout:

Any equipment used either on campus or on location (off campus) is available for checkout for the duration of class semesters only. The Media Center has a limited amount of equipment and the length of time equipment can be checked out may vary from semester to semester. An inventory of equipment

available for checkout is located online at equipment.watkins.edu or in the Equipment Room, which is located on the Film Sound Stage corridor in room #624.

- The following is a summary of equipment available for checkout:
 - A variety of analog and digital cameras
 - Digital SLRs and Point & Shoot Cameras
 - Digital Video Cameras and Sound Recorders
 - Lighting Equipment, accessories and modifiers
 - Tripods
- Most equipment is engraved, labeled or marked with a barcode. Please be sure you are aware of the make and model of the equipment you wish to check out. Checkout policies for class-specific equipment are discussed later in this document.
- Equipment not listed on the equipment website is not available for check out.
- Students must return a signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- ***Due to the unique demands of the medium, students enrolled in classes in The Film School will have different equipment checkout and return times and different policies regarding equipment checkout. Film students should consult The Film School manual located on page 25 of this document to find these policies.***

B. Equipment Reservations

The following policies apply only to students checking out equipment for classes that are not part of The Film School at Watkins. Due to the unique demands of the medium, students enrolled in classes in The Film School will have different equipment checkout and return times and different policies regarding equipment checkout. Students checking out equipment for classes in The Film School should consult The Film School manual located on page 25 of this document to find these policies.

- Equipment reservations must be made at least 24-hours in advance.
- Check in and check out times vary daily, are posted throughout the college, and are listed in detail on page 62 of this document. The Media Center Director, Media Center Assistant or Lab Tech on duty oversees this process.
- Students may be asked to check back for the reserved equipment if the staff member is busy, assisting classes, etc.
- Last minute requests requiring immediate pickup may be granted on a case-by-case basis. Students must plan shoots ahead of time and should never expect equipment to be available for checkout at their convenience.
- Equipment request and reservation procedures may vary from semester to semester based on equipment availability and demand, and student enrollment in classes that requires specific equipment for the completion of assignments (i.e. large format or lighting equipment).
- Reservations are held for 15 minutes beyond pick-up time, after which time the reservation is cancelled. Students are expected to cancel a reservation in advance. A student who is late to pick up equipment may not receive equipment. This will be decided at the discretion of the staff member on duty.
- Students with three (3) cancellations in one semester will NOT be allowed to **reserve** equipment or room space for the remainder of the semester. This does not restrict them from using the lab or equipment – just their ability to make reservations.

C. Reservations for Location (Off-Site) Equipment Use:

1. Student may reserve equipment by logging onto the Watkins Equipment website at equipment.watkins.edu.
2. Students should reserve equipment no less than 24 hours from the pick up date.
3. On the first visit to the site, the student must register for an account by clicking the “register” link and following the instructions.
4. Student will select the Foundations/Fine Art or Photo equipment form and his/her class name in the “Productions” section depending on which type of class he/she is taking.
5. Students will select the number of items they want from the item tab.
6. Students will select “save” to save their order.
7. Fill out the web equipment request form ensuring that all necessary items have been selected properly.
8. Reservations for equipment are made on a 24-hour basis only unless the student has received special permission from the Media Center Director in conjunction with an instructor’s permission.
9. Students may be required to have completed various classes before being permitted to check out certain equipment.
10. Students are permitted to use Watkins equipment and facilities for class related projects only. Use of Watkins College equipment and/or facilities for any money making venture is strictly prohibited and may result in a loss of equipment and facilities privileges.

D. Equipment Checkout and Student Liability

- Students will check out all equipment on-line in advance. The request will be processed by the Media Center Director, Media Center Assistant or lab tech on duty. Other faculty or staff members are not permitted to process equipment checkouts and returns for students.
- At CHECKOUT, students are expected to unpack, inspect and test all equipment, then notify the staff member on duty of any damage, missing components or problems discovered before signing the Equipment Checkout form. The student is responsible for the equipment that has been checked out to them as soon as they sign the form. By signing the Equipment Checkout form, students are accepting FULL FINANCIAL RESPONSIBILITY for the equipment listed on that form.

E. Equipment Checkout:

- Watkins STUDENT ID must be presented to the Lab Tech on Duty.
- Equipment may be loaded and unloaded at the side door. If the freight door needs to be opened, students should see the Equipment Room Staff for instruction.
- Students are expected to inspect all equipment for damage or missing items before taking it out of the equipment room corridor. Once the equipment is signed for by the student, it is his/her responsibility.
- Students must be on time or early to pick up and return equipment. If a student is late to pick up equipment, he/she may not be allowed to receive the equipment that day. If you have an emergency and must be late or will be unable to pick up your photo equipment at the appropriate time, please call the photo equipment room at (615) 277-7438 and inform the staff member on duty. Arriving late to return equipment may result in financial penalties.
- The Media Center Equipment Room may choose to issue fines for late equipment return or for equipment damage. All issued fines must be paid in full by the end of the semester in which the fine was issued. Failure to pay all issued fines will result in a hold being placed on the students’ grades until the fine is paid in full.

F. Equipment Check-In:

- Students must return checked out equipment during specific hours of operation to the Media Center Equipment Room. This time is posted near the equipment room, on page 62 of this document, and may change from semester to semester. NEVER leave equipment unattended at the equipment room checkout counter, in a locker or in a studio or lab space.
- Students are expected to remain present for the entire time the Media Center staff member is checking in their returned equipment. Failure to do so will result in a late equipment charge and may result in the student being charged for any missing/damaged items.
- Students are expected to be on time to return equipment. If a student is late to return equipment, they will be charged a late fee.
- Frequent lateness when returning equipment may result in suspension of checkout privileges.
- The Media Center Equipment Room may issue fines for damage and loss of equipment or for the late return of equipment. All fines issued by the equipment room must be paid in full by the end of the semester for which the fine was issued. Failure to pay all issued fines in full will result in a hold being placed on the students' grades until all fines are paid.

G. Scheduling & Reserving Equipment for class use:

This section refers primarily to equipment that will be used on-site. Each faculty member, staff member, or student must follow the appropriate Equipment Checkout procedure. Students may be required to have completed certain classes in the curriculum before being permitted to check out certain equipment, studios and lab facilities.

- The use of equipment and lab areas is subject to availability. Equipment and studio reservations are given on a first come first served basis.
- Equipment checkout hours are posted at the beginning of each semester. ALL equipment reservations must be made with the equipment room using the classroom checkout form. Instructors may also email Brandon Flowers or Kristy West for class equipment needs, but should give plenty of notice to ensure the gear has not been promised or given to a student for checkout.
- Instructors or students checking out gear for classroom use should be sure to come during hours the equipment room is open.
- Students and Instructors may call the equipment room (615) 277-7438 to cancel an equipment reservation.

H. Personal Responsibility

- Students are fully responsible for all equipment and lab areas checked out in their name or used during their class time.
- Students should recognize that by signing the Equipment Order Form, they agree that the equipment order is complete and equipment is in perfect working order. Any equipment broken or missing should be noted on the form before the student signs the form and leaves the Media Center Equipment Room. Anything wrong with the equipment upon its return will be noted on the form by staff, and the student(s) will be responsible for it.

Note: It is the responsibility of the student to properly inspect every item in the order to ensure it is functioning BEFORE it is taken out of the film corridor, informing the Equipment room staff of any broken or missing items. Once the item leaves the film corridor, it becomes the responsibility of the student. Students will be financially responsible for any damage or loss of equipment due to negligence.

- Some class assignments may require that two or more students partner up. When two or more students plan to SHARE equipment during a single checkout period, it is highly advised that every person's name appear on the equipment reservation and checkout form in case the equipment is damaged, lost or stolen. If that shared equipment is damaged, lost or stolen, the person(s) name

appearing on the checkout form becomes financially responsible for costs incurred for repair or replacement.

- Things to consider when using equipment off-site:
 - Protect all gear from weather conditions.
 - Never set up or operate lighting equipment under wet conditions.
 - **Always** use a sandbag when using lights on stands. Wind gusts are often unexpected.
 - Protect cameras and other equipment from heat and direct sunlight when not in use.
 - Never store cameras or other equipment in closed cars in the sunlight.
 - Never leave equipment unattended.
 - Never leave equipment stored in a vehicle overnight.
 - Never put any material directly in front of a lamp unless it has specifically been designed for such use.
- If damage, loss or theft occurs, the MCD will inform the student of the replacement or repair costs. Students unable to compensate in full must make payment arrangements with either the Media Center Director or the Vice President for Finance & Administration.
- Until payment arrangements are made, students may be denied access to equipment and lab facilities maintained by the Media Center.
- Until Watkins is fully compensated, students will be restricted to equipment and labs deemed necessary, by their instructor, to complete class assignments.
- Students will lose all privileges to equipment and lab facilities for subsequent semesters if payment is not received in full by the last day of classes during the current semester in which the damage, loss or theft occurred. Until Watkins is fully compensated, the student will NOT be able to register for classes or receive grades and transcripts.

I. Penalties and Excessive Late Returns:

- Students are expected to return equipment on time, allowing the staff member enough time at check-in to inspect all gear. Many students may be returning equipment at the same time; students are expected to be patient and courteous.
- Students should NEVER leave equipment outside the Equipment Room or in the studio unattended.
- Students are not permitted to leave equipment in a locker.
- The MCD will speak with the instructor and/or Department Chair regarding any student who continues to be late to return or pick up equipment. Students may lose privileges to checkout equipment from the Media Center to be used on location for the remainder of the semester, and will be restricted to using in-lab equipment ONLY if necessary to fulfill class assignments.
- Penalties for turning in equipment late are as follows:
 - Students will receive one warning for returning equipment late without being charged a fine as long as the equipment is returned within 15min of the due date/time, after which the fines are as follows:
 - \$10 (15min late – 4hrs late)
 - \$15 (4hrs – full day late)
 - \$25 (each full day late thereafter)
 - 2nd & 3rd offense: Students who return equipment 30mins late or more will immediately be charged \$25 per day late.

J. Declaration of Loss

Any equipment missing or late for more than 10 business days shall be declared lost and the student responsible for the equipment will be assessed the cost to replace such items

Reserving Facilities

Students may reserve labs and facilities in The Film School and Department of Photography at Watkins by contacting the Media Center Director via email at kwest@watkins.edu. The rooms available for reservation in the Media Center are the Photography Lighting Studio, the large and small sound stages, the Foley and ADR Studio, and the Sound Post-Production Theater. Some of these rooms will require the student to have taken certain classes before (s)he is permitted to use the facilities. Due to the unique capabilities of each space, each of these rooms within the Media Center has its own set of policies and guidelines that accompany the reservation process. For information regarding reserving The Photography Lighting Studio, please see page 21. For information regarding reserving the sound stages, please refer to page 32. For information regarding reservations of The Foley and ADR Studio or The Sound and Post-Production Theater, please refer to page 31.

Photo Lab Facilities & Equipment

K. Lockers

- Photography majors and students enrolled in a photography class with a lab component will be offered a locker space for the duration of the course, or until completing the Photography program. Increased enrollment or class size may require students to share lockers. If you would like a locker, please ask the Media Center Director or the Media Center Assistant for assistance during normal business hours.
- Photo students are supplied with combination locks for their lockers. All locker combinations MUST be registered at the Equipment Room BEFORE acquiring a locker. Locks other than a combination lock are not permitted.
- Photo majors MUST remove the contents of their lockers on the last day of class of their final semester at Watkins. Any and all decorative elements on locker fronts are the responsibility of the student to remove at such time as the locker is no longer assigned to him/her.
- Locks and contents of lockers not removed as indicated will become the property of the Watkins Photography Department.

L. Print Presentation and Matting Areas

- **ABSOLUTELY NO** spray mount, paints, glues, charcoals, or other messy substances in this area. **The use of SPRAY MOUNT is strictly prohibited in the lab facility.**
- Do not place book bags, laptops, coats or other items on any of the counters. These items should be stored on top of the lockers or under the tables for the duration of the class period ONLY. Keep floor space clear and clutter-free. Wet trays, chemicals, film cleaner and damp towels are prohibited.

M. Dry Mount Press (DMP):

- The DMP is for flattening and/or mounting dry Fiber-Based prints ONLY. It is not suitable for drying RC or digital prints. Using the DMP for papers other than those that are Fiber-Based will ruin the interior of the press and cause damage to prints.
- The temperature settings should always be checked before using the DMP.
- Never leave a hot DMP unattended—people have been burned as a result of touching an unexpectedly HOT press. FB paper will scorch and/or burn if left in the DMP – DO NOT PLACE A PRINT IN THE DMP AND WALK AWAY FOR ANY REASON!

N. Rotary Trimmer (RT):

- The Rotatrim is for trimming photo paper ONLY (not copy or digital photo paper!).

O. Mat Cutter:

- Only use blades purchased from the Media Center in the mat cutter (\$0.25ea).
- The mat cutter should be used exclusively for cutting mat board, presentation board or foam core. Using the mat cutter on other items such as plexiglass is prohibited and will damage the cutter.

P. Cutting Mats:

- NEVER cut directly on the counters without first placing a cutting mat between the counter and the mat board, book board, etc.

Q. Equipment Restrictions

Students should receive classroom instruction on the proper use and handling of equipment before access to the equipment is granted. Students wishing to use equipment on which they have not been trained must:

- Have a legitimate reason for using the equipment (i.e. to complete a specific class project or for independent studies, seminar, or thesis).
- Receive full instruction from their instructor or a member of the Media Center Staff.
- Submit the appropriate EQUIPMENT REQUEST form to the Media Center Director, with the signature of the instructor who is conducting the class.
- Pass a proficiency test conducted by the Media Center Director. The MCD may deny access to equipment and/or lab facility based on the student's record with equipment, lab facility, or other Watkins violations.
- Students must return a signed and dated copy of the "I have read" form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.

Photo Lab Health & Safety

The Department of Photography makes every effort to make the lab a safe working environment. Please work carefully and take this seriously. Students will be working with chemicals and while they are not life threatening, students must use caution, good sense and consider environmental factors while working in the lab, making sure to turn off water, equipment and lights that are not being used, etc.

- Workstations must be thoroughly cleaned after each use to remove chemical residue.
- All chemistry MUST be properly disposed of before leaving the darkroom. Do not leave chemicals and trays in the sink.
- Turn off lights in rooms after use if no one else is working in the room.
- Items left obstructing the walkways or hanging more than an inch over the tops of lockers are considered a safety hazard. Students should secure belongings out of high traffic areas and off the floor. Ask the Media Center Director for assistance with storing oversized items.
- All trash, paper remnants, etc. should be discarded or recycled before leaving the work area.

A. General Lab Safety

- Wear closed-toed shoes when working in the Lab Facility

- Food and drinks are prohibited throughout the entire lab facility (except in the offices). Chemicals are most commonly ingested from eating, drinking or smoking. Hands must be washed thoroughly after handling chemicals and equipment used in the photography facility.
- Towels used in the darkroom should be washed on a regular basis.
- Any chemicals, such as developer, kept in the lockers should be in a non-leaking tray or container, such as a plastic shoebox or photo tray.

B. PPE (Personal Protective Equipment)

- This equipment is designed to protect against accidental exposure to skin, eyes and/or clothing from chemicals.
- Most Personal Protective Equipment will include a list printed on its packaging or in the product description with information on what safety hazards the equipment will protect against.
- The lab is equipped with a limited amount of PPE for student use; it is recommended that students provide their own PPE equipment.

IMPORTANT: Always purchase the recommended type of PPE and carefully follow all instructions for use. Not following instructions or purchasing the wrong type of PPE can be more hazardous than safe.

- The *SPECIAL HANDLING* section of each MSDS will list all PPE recommended for each chemical.
- **Gloves:** Nitrile gloves should be worn when handling most photographic processes, such as standard developers, stops and fixers. Nitrile is a type of material that resists chemical breakthrough, whereas ordinary dish gloves cannot withstand most chemicals and the chemicals gradually eat through the latex. A detailed guide of glove and chemical compatibility is posted in the front of the MSDS binder located in the Alternative Processes area.
- **Aprons:** Aprons should protect the body from chemical contact should a spill occur. Absorbent fabrics are not recommended.
- **Eye Safety:** Safety glasses or goggles protect against chemical splashes. Once again, most safety packaging lists what hazards the equipment protects against.

B. Respiratory Protection

NIOSH approved toxic dust respirators should be worn when mixing powdered chemicals.

- Respirators are not required, but are highly recommended.
- Care Safety is a local supplier of PPE and other Health and Safety Equipment, apparel & signage. They perform fit tests for respirators and can be found at www.caresafety.com or (615) 369-2273.

C. Chemical Safety

MSDSs (Material Safety Data Sheets) explain in detail ingredients found in each chemical, hazard identification, first aid measures, fire-fighting measures, accidental release measures, exposure controls, physical and chemical properties, stability and reactivity, toxicological information, ecological information, disposal considerations, regulatory information, and type of PPE recommended. Before working with any chemical process, please review the MSDS to determine the level of emergency if the chemical is splashed or spilled in the room or comes into contact with the skin or clothing.

- MSDS notebooks are located in two places: to the right of the roll-up window in the Photo Lab (extended version listing every chemical found in the Department of Photography Lab) and in the Alternative Processes Lab, room 305 (an abbreviated version listing chemicals found in the Alternative Processes area).
- Measuring, mixing & coating should **ONLY** be done in approved designated areas. The Alternative Processes lab is equipped with a special hood for localized exhaust ventilation and is set up for this purpose.

D. Chemical Use

Chemicals required for B&W film developing and printing are located on the CHEMICAL BAR, near the Chemical Room. Student will mix their own chemistry, including WORKING SOLUTIONS of Film FIX. The recipe for mixing film fix is found posted near the Chemical Bar and in the Photo Lab Chemical Room. Failure to properly label and date chemicals causes a disposal hazard for the Media Center Staff.

Students must always label bottles of mixed chemical solutions with the name of the chemical and the date the chemical was made.

If the bottle is labeled with a different chemical's name, please mark through the old chemical and write the new chemical's name and date clearly and legibly.

E. Chemical Disposal

- To dispose of **Exhausted Developer**, mix 1 ounce of concentrated stop bath with 1 gallon of exhausted developer and then pour down drain while flushing with plenty of water.
- STOP BATH, which is used ONLY in the printing process, may be re-used until exhausted. STOP BATH turns dark signifying its exhaustion.
- FIX & PERMA WASH may be re-used until exhausted. To test the fix for exhaustion: pour a small amount of fix into a cup and squeeze a few drops of Hypo Check into the cup. If the fix clouds significantly, it is exhausted. Please dump exhausted fix into the silver recovery unit, located in the chemical room and make a new batch of fix using the recipe posted either on the chemical room wall or hanging above the Chemical Bar in the Photo Lab. Students unfamiliar with testing procedures must ask a Media Center Staff member or their instructor for assistance.
- Exhausted Fixer must be placed in the silver recovery unit in the chemical room. NEVER pour exhausted fixer down the drain.
- Chemicals that do not normally go down the drain should NEVER go down the drain.
- Advanced photography students must follow all procedures for handling and disposing of alternative chemicals. Advanced students should refer to the MSDSs and the chemical handling chart posted on the Alternative Processes chemical cabinet.

F. Chemical Lockers

- Bulk chemicals used for alternative processes and mixing toners and developers, etc. are stored in metal lockers in the Alternative Processes Area. Chemicals are arranged according to process and the lockers are labeled with the process for which the chemicals are used.
- Students, faculty and staff must always return chemicals to the location from which they were removed to prevent potentially dangerous reactions that can occur when incompatible chemicals are placed in close proximity.
- Students, faculty and staff should always clean the inside and outside of any empty bulk chemical containers before returning them to the cabinet.
- Bulk chemical containers should always be labeled with the date on which they were opened.
- Containers (data bottles) used for mixing liquid batches of chemistry should always be labeled with:
 - Chemical name and/or the name of the alternative process
 - Date chemicals were mixed
 - Ingredients (chemical names) used to mix the chemistry
- *Note: if there is a different name or process already listed on the container, please mark through it.*
- Data bottles should be used for holding ONLY one (1) type of chemical or process.
EXAMPLE: A bottle is labeled as CYANOTYPE PART A. That bottle can ONLY hold CYANOTYPE PART A and no other chemical or process. Using the CYANOTYPE PART A bottle to mix and store SELENIUM TONER could cause several problems, which could lead to serious EPA infractions that can be costly and may create a toxic release of vapors or gases that could be deadly.

G. Chemical Exposure:

- In the case of chemical exposure, please immediately notify a staff member on duty, the instructor, Media Center Director, and/or the Front Desk to assist with the handling of first aid and emergency procedures.
- At the beginning of each binder are the immediate steps one should take if chemical exposure occurs.
 - Immediately notify the instructor, a staff member, the MCD and the Front Desk.
 - Call 911 **ONLY IF** it is determined to be an emergency.
 - Look the chemical(s) up in the MSDS.
 - Refer to the section on first aid and emergency.
 - Never induce vomiting unless the MSDS states otherwise.
- If Paramedics are called, MSDS for chemical or suspected chemicals should accompany victim to emergency facility.
- A staff member who was present at the time the incident occurred **MUST** fill out an Incident Report. A copy is given to the department chair, MCD and to the Front Desk.
- **Chemical Splashes to Eyes:** Locate the nearest eyewash station and hold eyelids open while flushing with water for 15 minutes. Also, call 911 and make sure MSDS is available to Paramedics. *Eyewashes are located in the Gang darkroom and near the final wash station.*
- **Chemical Splashes to Clothing:**
 - For small spills, affected clothing should be removed and the affected skin should be rinsed immediately. Clothing affected by chemical splashes or spills should be washed separately from other clothing.
 - For large spills, remove saturated clothing and spray affected skin with the sprayer nozzle located on the right side of any sink in the darkroom.
 - Thoroughly wash or discard shoes.
- **Some chemicals react to alkalis while others react to acids, therefore the pH in some soaps may not be appropriate for removing every chemical. pHisoderm should be used to remove developers from hands and other skin contact. The Photo Lab is stocked with this type of soap. pHisoderm is located in each film room. Most other soaps are okay for removing chemical residue.**
- **Chemical Ingestion:**
 - IMMEDIATELY notify the Media Center Director, instructor, and front desk.
 - **DIAL 911**
 - NEVER INDUCE VOMITING UNLESS THE MSDS STATES OTHERWISE.
- **INHALATION EMERGENCIES**
 - Seek fresh air if the following symptoms occur:
 - Dizziness or light-headedness
 - Headaches
 - Sore throat
 - Metallic taste
 - Pain in the chest or nasal cavity
 - If symptoms persist, medical treatment may be necessary.

H. SPILLS, LEAKS & DISPOSAL PROCEDURES

- Spills and leaks must be reported to a staff member or instructor immediately.
- Complete instructions for cleanup and disposal of chemical spills and leaks are posted in the Spill Kit in case a staff member is not on duty. The Spill Kit is located in the chemical room.
- In the case of chemical spills that require mopping, the discarded mop water must be disposed of in the same way the chemical itself should be disposed of.

- If a chemical spill occurs when a staff member or instructor is not on duty, students should see the SPILL KIT, located in the chemical room.

Follow the Spill Kit instructions:

1. **Risk Assessment:** evaluate the type of material spilled and identify the source.
2. **Protective Clothing:** Wear the appropriate protective gear. Gloves are located in the spill kit. Aprons, goggles, etc. are located in Personal Protective Equipment (PPE) area.
3. **Containment:** Contain the liquid and seal drains so the chemical does not escape the area.
4. **Stop the Source:** Close valves, rotate punctured drum, and plug leaks where possible to do so.
5. **Begin Clean Up:** Use sorbents from the kit to absorb spilled liquids.
6. **Contact Authorities:** Report spill to the front desk.
7. **Disposal of Used Material:** Absorbent materials take on the characteristic of whatever they absorb. Put them in the supplied bag, label them as hazardous waste, and notify a member of the Media Center staff. After normal hours of operation, please email a member of the Media Center staff and place the bag outside the equipment “cage” door.
8. **Decontaminate:** Clean the floor, all tools and reusable materials. If there is not a mop on-hand in the chemical room, please contact the front desk to get one.

Photography Wet Lab & Darkroom

This section refers to the Photography Wet Lab film processing and printing policies. Specific instructions for processing film and printing are located later in this document. Each room will contain trays, tongs, and cleaning supplies. All lenses, grain focusers and negative carriers are kept in the gang darkroom at each enlarger station.

A. PRINTING

- All enlarger stations will be equipped with extra negative carriers, lenses, filters, and trays for student use.
- All necessary supplies for photo printing are kept in the gang darkroom and in the Chemical Room. Students using the photo lab facilities are expected to thoroughly clean and dry all sinks, graduates and trays and to put all used equipment back in the appropriate place.
- Students must be sure to turn off all enlargers, lights, safelights and water before leaving.
- Chemicals must be properly disposed of and rooms must be cleaned before leaving. Students must clean and squeegee all used sinks and wash and dry any used trays before leaving.
- Failure to complete any of these items will result in loss of lab privileges.

B. FILM PROCESSING ROOMS

Once film has been loaded into the processing tanks, the doors to the film processing rooms should be opened and remain open while processing film to maximize airflow.

C. FILM DRYING

Film drying cabinets should never be opened while the fan is running in order to prevent dust particles from adhering to and damaging drying negatives.

D. ENLARGING STATIONS

Students are responsible for turning off the power supplies and/or timers at their printing stations in the Gang Darkroom (RM 311).

- There are 15 enlarging stations and each station is numbered.

- Enlargers cannot be reserved; they are available on a first-come, first-served basis.
- The last person to vacate the gang darkroom is responsible for disposing of all chemicals, cleaning the sinks, turning off the water and overhead lights and safelights.

E. WASHING STATIONS & DRYING RACKS

I. Prints should move from the HOLDING BATH (in the gang darkroom or individual darkroom) to the final washing area of the lab.

J. Fiber-based (FB) prints should be placed in hypoclear for 5 min. before being placed in an archival washer for a ten-minute final wash.

F. ARCHIVAL WASHERS:

Archival washers have a flow rate of 1½gal of water per minute (270gal every 3 hours).

PLEASE BE CONSERVATIVE WITH THE WATER!

- Secure the clamp located on the left-hand side of the archival washer to tighten the outgoing water hose before turning on the water.
- Wash cycles start AFTER the final print has been loaded.
- Prints should never be added to an archival washer once a timed cycle has started. Doing so requires restarting the wash cycle.
- Promptly remove prints when the 10 minutes are up.
- Students should turn off water when not in use.

IMPORTANT: Prints left unattended in an archival washer or holding bath for an extended period of time will be discarded.

G. DRYING RACKS:

K. Make sure prints are properly washed before placing them on the drying rack.

L. Prints left on the drying rack for longer than 24hrs are removed by the Media Center Staff and placed in a holding box located near the drying racks.

Film Processing & Paper Printing

CHEMICALS USED IN LAB & THEIR DILUTION RATIOS:

- Sprint B&W Film Developer, 1:9
- Sprint Film Fixer, 2:8 (also add Sprint Alum Hardening Converter 30ml: 1L of diluter fixer)
- Kodak Photo-Flo, 1:200
- Ilford PQ Universal Paper Developer, 1:9
- Sprint Stop Bath, 1:9
- Sprint Print Fixer, 1:9
- Heico Perma Wash (hypoclear), 3:128 (add 3 oz. of concentrate to 1 gallon of water)

PROCESSING FILM: (applies to all film except 4x5 open tray processing)

Processing Ilford HP5 400 ISO film (for other films or ISOs consult the manufacturer website)

1. First check to make sure Exhausted Developer jug is empty and that all required chemicals are mixed and not exhausted before you begin processing. Mix chemistry as needed and dump exhausted chemistry according to Photo Department policy.
2. Using Sprint B&W Film Developer, dilute 1:9 and process according to the film/temp variations
3. Pour the Exhausted Developer in brown jug under sink in Film Developing Rooms
4. Fill and dump film tank with water 5 times (don't use Stop bath).

5. Fix for 3 minutes using Sprint Speed Fixer. Agitate for 30 seconds every minute.
6. Pour used Fix back into the brown jug labeled “fix” under sink.
7. Water wash for 2 minute
8. Hypo clear for 2 minutes
9. Archival Wash for 10 minutes.
10. Optional: PhotoFlo for 30 seconds with gentle to no agitation. Do not rinse again.
11. Hang the film to dry in the film dryer.
12. Add 1oz. of Sprint Stop Bath to your Exhausted Developer jug. Ensure the lid of the jug is securely fastened and gently swirl exhausted developer and stop bath together. Pour the exhausted developer and stop bath mixture down the drain and flush generously with water.

RC PAPER DEVELOPING:

1. Using Ilford PQ Universal Print Developer (dilution 1:9), develop for 1 minute using constant agitation.
2. Using Sprint Stop Bath (dilution 1:9), Stop for 30 seconds constant agitation.
3. Using Sprint Fix (dilution 1:9), Fix for 1 minute
4. Holding Bath
5. Archival Wash for 5 minutes.

FIBER PAPER DEVELOPING:

1. Using Ilford PQ Universal Print Developer (dilution 1:9), develop for 2 minutes, with constant agitation.
2. Using Sprint Stop Bath (dilution 1:9), Stop for 30 seconds with constant agitation.
3. Using Sprint Fix (dilution 1:9), Fix for 3 minutes with constant agitation.
4. Place film in holding bath until it is ready for hypoclear.
5. Use hypoclear for 5 minutes.
6. Archival Wash for 10 Minutes.

PRINTING PROCEDURES

- A.** Trays are placed in the gang darkroom sinks for paper developing. The trays have labels indicating what chemical goes in which tray.
- B.** To avoid contaminating chemical trays, tongs and prints:
- Always move prints in the order the trays are laid out-left to right, never backwards.
 - The order of chemicals in trays from left to right is as follows: developer, stop, fix, and holding bath.
 - Tongs are labeled and should only be used with the same chemical in the corresponding tray.
 - If contamination is suspected, notify others working in the area, and then notify your instructor for immediate assistance.
- C.** Prints should remain in the HOLDING BATH (the final tray in the darkroom) until enough prints have accumulated to run the archival washer. From the holding bath, carry prints IN A TRAY to the final wash area.

Photo III & Alternative Processes

The Alternative Processes area must remain neat and clean for health & safety reasons. Students are expected to clean up after themselves before leaving the Alternative Processes lab. To ensure a safe working environment Kraft paper should always be used when:

- Measuring chemicals (place UNDER the scale to catch fallen granules/powder and place a small sheet on the scales before measuring chemicals)
- Coating materials (double it up when coating thin materials like fabric)
- Lining the drying racks
- Replace Kraft paper before moving on to a different process.

IMPORTANT: Follow guidelines in the MSDS on discarding used and spilled chemicals.

DO NOT ASSUME EVERYTHING CAN BE THROWN AWAY IN THE TRASH OR FLUSHED DOWN THE DRAIN!

Students must thoroughly remove all chemical residues from the work areas and equipment. Powdered chemicals should be wiped up with a damp sponge. Refer to the MSDS for guidelines on cleanup.

Coated Paper Drying Cabinet

- To prevent damage to the screens, heavy materials (i.e. wood, metal or tile) should never be placed on the drying racks.
- Students, faculty and staff are encouraged to use the sign on the door of the drying cabinet to communicate the sensitivity of materials and processes inside.
- Students, faculty and staff must remove coated materials within 24hrs.
- Students, faculty and staff coating large items or large quantities of items should dry them immediately and place in a light tight container until ready for use.
- Students, faculty and staff are encouraged to write their initials and date on the back of each item.

Photo Lab Equipment

Students, faculty and staff are expected to take proper care of equipment, exercise good judgment, common sense and caution. Students should ask their instructor or a Media Center staff member if operation and handling procedures are unclear. Students are entirely responsible for the safe operation of equipment! Students who are currently enrolled at Watkins, but *not* enrolled in a photography course, may use the Photography wet darkroom facilities for a non-refundable fee of \$50 (to cover chemical costs).

DARKROOM EQUIPMENT

- **CLOTH TOWEL:** A cotton cloth towel is **MANDATORY** for everyone working in any wet area of the lab. The photography facility is filled with expensive equipment that should never come into contact with liquids, especially hazardous, sometimes corrosive, chemicals. The importance of the towel is to keep hands dry, which in turn, protects equipment from damage. **NEVER TOUCH DRY EQUIPMENT WITH WET HANDS.** Towels are also required for drying equipment (trays, tanks, etc.) after they have been thoroughly cleaned.
- Students must return darkroom lab equipment **TO ITS APPROPRIATE PLACE** clean and dry. Placing unwashed and/or wet items with clean and dry items will **NOT** be permitted.
 - Wash all equipment with soap & water and dry it completely before returning it to the appropriate shelf.
 - Clean chemical residues from work areas with soap & water.
- All wet lab equipment must be returned to its appropriate place as soon as the student is finished with it.
- If a student is unsure how to operate a piece of equipment located in the Photo Lab, he/she must ask an instructor or a Media Center staff member. Students should never attempt to “fix” items on their own. Students should never “force” equipment.

Lighting Studio

RESERVATIONS

Lighting Studio reservations are made by emailing the Media Center Director at kwest@watkins.edu with the time, date, which bay you would like to use, what class you will be using the studio for, and the duration of your shoot.

Reservations made in any other way are not valid and will not be honored. Photo students will have priority when booking reservations up to one week in advance. Reservations made within the one-week period will be first-come, first served.

- Students must return a signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Reservations should be kept to a 4-hour maximum unless special approval is obtained from the Media Center Director. If a student has received special permission to reserve the studio for a period longer than 8 hours, (s)he must fill out a “Proposal for use of the Lighting Studio” form. These forms are located in a bin to the right of the Media Center Director’s office (room 611) door or on page 24 of this document.
- Students may reserve the studio for two 4-hour blocks of time per non-consecutive day, but cannot exceed two reservations per week.
- If a student wishes to reserve the lighting studio for a time greater than 8 hours, they must fill out a “Lighting Studio Proposal” Form and be approved by the MCD.
- All reservations are considered firm bookings, EXCEPT when required for class demonstration, lab maintenance and/or emergency repairs.
- Reservations are cancelled if a student is 15 minutes late.
- Students, faculty and staff are required to sign-in and out on the form located outside the lighting studio.
- Your shoot wrap time is final. All students will be expected to have all shooting and clean up completed by the approved wrap time. If there is no other reservation and the student would like to go longer, they are permitted to do so provided that no one else is waiting to use the studio. Failure to have the studio restored to proper condition by the approved wrap time will result in financial penalties and may result in suspension of reservation privileges.
- If a student has caused damage to the studio that must be repaired, the student will be charged a monetary loss of use fee in addition to any cost of repair to facilities or equipment. This fee will increase daily and will accrue based on the number of days the studio is unusable by others.
 - **\$25.00 for the first day**
 - **\$35.00 additional for the second day**
 - **\$50.00 additional for each consecutive day after**The determined amount will be due to the equipment room within 3 business days. The student will not be permitted to reserve equipment or facilities until all fees are paid. Failure to pay the any and all fees by the end of the semester will result in a hold being placed on the student’s grades until the fee is paid in full. If a fee will be issued, students will receive an email from the Media Center Director conveying this information.
- Students, faculty and staff, and all others granted permission to use the studio:
 - Assume full responsibility of the studio itself and the contents within.
 - Must sign in and out on the form posted on the studio door.
 - Must sweep the floor before vacating the studio.
 - Are expected to properly roll each cord.
 - Should never use tape on lights or lenses.

- Are not permitted to use paint, fake blood, smoke machines or permanently alter the studio space in any way. Anyone caught doing so will receive a \$25.00 negligence fee, will be held financially responsible for any repairs that must take place and may receive disciplinary action.
- Are not permitted to remove any curtains or the green screen from the track. If the student wishes to move the curtains and/or green screen, (s)he should do so by utilizing the track system to slide the curtain or green screen gently out of the frame. If a student removes a curtain or the green screen from the tracking system without permission, (s)he may be subject to disciplinary action.
- Should allow 30 min. to clean up, check in, pack up and sweep up after each shoot.
- The power receptacles in the Lighting Studio are on separate circuits. Students must use one receptacle per light to avoid overloading the circuits. **DO NOT USE POWER STRIPS!**
- The **MULTI PURPOSE EXTENSION CORDS** can be used with both tungsten lights and strobes.
- The **TUNGSTEN EXTENSION CORDS** can **ONLY** be used with the tungsten lights. **DO NOT USE TUNGSTEN CORDS WITH STROBES!**
- To prevent damage to the protective coverings on all cords (usually made of cheap plastic), cords should never be tossed, thrown or dropped on the floor. Students should immediately report all broken or missing covers.
- Studio backdrops should remain as clean as possible. If a backdrop becomes soiled, notify the Media Center Director or Assistant so that it may be cleaned properly.
- The studio floor is painted at the beginning of each semester. Painted floors outside these times require MCD approval and painting is the responsibility of the student. If any color other than white is required, the studio **MUST** be restored to white. All painting must be previously approved by the MCD and all paint must be dry by the approved wrap time.
- Liquor may be used as a prop, but consumption is prohibited.
- Smoking or the production of smoke in the studio is prohibited. **NO EXCEPTIONS!** (No cigarettes, no burning paper, etc.)
- **USE OF TAPE, TACKS, NAILS, ETC. ON THE WALLS IS PROHIBITED!**
- **USE OF SMOKE OR FOG MACHINES IN THE LIGHTING STUDIO IS PROHIBITED!**
- Students must break down all equipment used and return it to its proper storage space.
- If students encounter problems with equipment, they should fill out the Equipment Trouble Report form, located in the Lighting Studio closet. The student should note any and all problems experienced (blown bulbs, misfiring strobes, bad cords, accidents, etc.), sign and date the form, and leave it in the studio closet or give it to the Media Center Assistant or Director for immediate attention.
- Any damage to equipment or the studio, not reported on the form, but found by a staff member the following day, will be reported to the Media Center Director. The student(s) involved will be fully responsible for costs incurred for repair or replacement of the damaged item(s), will be issued a \$25.00 negligence fee and may lose all privileges of using the studio or other lab facilities without supervision of an instructor or Media Center staff member.
- If facilities are damaged and/or equipment is lost or damaged due to negligence during a class, the entire class may be held financially responsible for repair and/or replacement costs.
- Students should leave the studio in its approved state at least 15 minutes prior to the closing of the school.

Choosing to alter facilities or incorporate other changes not previously listed on the proposal form and approved by the Media Center Director may result in disciplinary action to be determined by the Media Center Director and the Director of Student Life. Students may also be charged a negligence fee and any other appropriate fees as determined by the Media Center Director.

Lighting Studio Approved State

The following guidelines must be followed when using the lighting studio. If you fail to return the lighting studio to its approved state by then end of your reserved studio time slot, you will be fined \$25.00 plus the amount it costs the Media Center to pay student workers to restore the studio. If you have left the studio in a manner that is not in accordance with these guidelines 3 times in a semester, your privileges will be revoked and you will no longer be permitted to use the Lighting Studio.

- All trash, empty containers and other debris must be placed in the trash bin and all café trays must be returned to the café. If the trash bin is full, it must be placed outside of the studio in order to be dumped the next day.
- Any spills, greasy or sticky substances must be thoroughly removed from floors, walls, tabletops and desk surfaces.
- Students are not permitted to remove the green screen or curtains from the lighting studio ceiling track. If a student wishes to move the green screen or curtains out of the way of his/her shot, (s)he must do so by utilizing the track system to gently slide the curtain or green screen out of the shot radius. Any student who removes the curtain or green screen from the studio ceiling track without prior permission may receive disciplinary action.
- All furniture, props, personal items, sculptures, art installations, lighting equipment and all other items that do not belong in the lighting studio must be properly broken down and removed. This includes the Fine Art banks of light, which must be returned to the painting studio. If you have left items in the studio, you will be fined an hourly fee for the amount of time it takes a Media Center staff member to remove the mess.
- Any studio lighting equipment, cables, stands etc. that were borrowed from the lighting studio closet must be properly broken down and returned to the lighting studio closet.
- Any and all damages to studio equipment must be documented on the appropriate form.
- All floors have been swept. Floors should be mopped if necessary. If you do mop the floors, please dump and return the mop bucket.

Notice: If facilities are damaged and/or equipment is lost or damaged due to negligence during a class, the entire class may be held financially responsible for repair and/or replacement costs.

The Photography Department at Watkins College of Art
Proposal for use of the Lighting Studio

I, _____ would like to use the lighting studio from (dates) _____ to _____ and from (times) _____ to _____. This time frame reflects _____ hours for set-up, _____ hours for shooting/installation and _____ hours for restoration. My shoot will officially wrap on _____ (date) at _____ at which point all set pieces and props will be returned to their proper location, all trash will be disposed of and all furniture and lighting equipment will be properly stowed according to *The Photography Department at Watkins College Lighting Studio Usage & Reservation Policy*.

I plan to utilize the following elements: (please include any type of fake blood or other substances that may splatter, set pieces, elements you wish to change, pieces you wish to build, etc. The use of fog and smoke machines is prohibited in the lighting studio. Please include a statement of whether or not you wish to store equipment in the lighting studio.)

I understand that I am responsible for any and all damage to the lighting studio during my use and that I must comply with *The Photography Department at Watkins Lighting Studio Usage and Reservation Policy*. I understand that I must remove all trash from the lighting studio and outlying areas of the photo lab and the studio must be returned to its approved state at the stated wrap time. I understand that any and all equipment belonging to Watkins College is my responsibility for the duration of the time I have it checked out and that any and all damage to this equipment will be my responsibility. I further understand that a cleaning and/or negligence fee will be issued at the discretion of the Media Center Director and The Photography department faculty if I fail to meet these requirements.

Student signature

date

Media Center Director signature

date

Instructor Signature

Class Title

The Film School

INTRODUCTION

Watkins College of Art film equipment, labs and facilities are for the use of class assignments and projects of STAFF, FACULTY and currently enrolled STUDENTS ONLY.

- This includes students who are:
 - Currently enrolled in an applicable class and have passed a proficiency exam, or
 - Have completed the applicable class, have passed a proficiency exam and have permission from the Media Center Director (MCD) or the Media Center Assistant (MCA).
- Students, alumni, and all others, not enrolled in classes, during the current semester, need to obtain permission to use equipment and facilities, prior to their use. The appropriate request form may be picked up from the reception desk.
- Watkins Film equipment may not be used in the production of any outside personal projects. Use of Watkins facilities or equipment for projects intended to make a profit is subject to approval of The Film School Chair and Media Center Director.
- Watkins reserves the right to support, decline support, or withdraw support of any proposed student production for any reason and to provide or withhold facilities or equipment on the basis of its decision.
- Students must return a signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.

Additional Expected Expenses

In addition to tuition and fees, Film students are responsible for the costs of purchasing their own:

- Removable drives
- Film stock
- Processing and Development
- Video and Audio tapes
- Video transfer
- SD and CF cards
- AA and AAA batteries
- CDs and DVD

Film Students are also responsible for other **expendables** that should be purchased and collected for their grip/electrical/camera assistant Bags aka **Ditty Bag** such as:

Measuring Tape	Multi-Tools / Gerber	Color Chart
Color Correction Gels	Canned Air	Gray Chart
Rock & Roll Gels	Q-Tips	Manuals
Gaffer tapes	Dry Erase Markers	Ponchos
Gloves	Sharpies	Camera Reports
CP47	Batteries	Sound Reports
Screwdrivers,	Scissors	Tie Wraps
Wrenches	Light Meter	Orange wood sticks
Alan wrench	Duvelyn	Lens tissue
Flash Light	Ground Left Adapters	Lens cleaner

Some classes may require a student to own or have access to equipment such as a still camera. Such materials may be required to complete mandatory class assignments. Instructors for each class will provide a list of required materials and equipment at the first class meeting.

Insurance Policy

WHAT IT COVERS:

Watkins has **General Liability** Insurance, which extends to student **Film Production Shoots** **IF** all forms are properly completed and turned in to the class instructors.

- This offers coverage to the property owner for damages to property and for bodily injury.
- This covers sums that Watkins becomes legally liable to pay as damages because of bodily injury or property damage.
- Watkins equipment is covered; however each case will be reviewed by the insurance company for a final determination of coverage.
- In the case of damage, the student is responsible for the amount of the deductible portion of the cost to repair or replace the equipment in his/her care.
- In the case of stolen equipment, a police report must be filed in order for an insurance claim to be made.
- Your instructor will tell you how to request a certificate of insurance form.

WHAT IT DOES NOT COVER:

- We cannot guarantee that any injuries to cast and crew will be covered. The insurance company will review each case individually.
- It does not cover any outside rentals. The student is solely responsible for insuring the equipment he/she chooses to rent from an outside rental house.

CREWING:

Students are not allowed to use students/individuals who have not been trained on the equipment they are expected to handle on the set. This could be anything from stingers to cameras or lights. The majority of the crew needs to be trained. There will be times that the production could have one or two PA's that can work under other trained individuals. But there should never be a crew comprised of untrained individuals.

OUT-OF-STATE SHOOTING:

For insurance and safety reasons, the gear should stay very close to the metropolitan area and middle Tennessee. Students should inform and get permission from The Film School Chair and from the Media Center Director in advance for any out of state shooting.

Production Services

The Media Center Equipment Room models its equipment distribution system after professional equipment rental houses. This places a great deal of responsibility on the renter (student, staff, or faculty). Please read these policies and procedures carefully, and remember: when it comes to equipment selection, checkout, use, and check-in, the entire responsibility is yours.

Ordering Film Stock

Film stock provided by The Film School must be ordered by emailing filmequipment@watkins.edu. Students are encouraged to use this method for additional purchases with student discounts. A reply email will confirm your order, schedule pick-up and indicate cost.

NOTE: *Students are responsible for placing the order in a timely fashion and obtaining confirmation to make sure their film stock was ordered and will arrive in time for the shoot. Always follow up!*

Equipment Room

EMAIL: filmequipment@watkins.edu OR: bflowers@watkins.edu

PHONE: 615.277.7438

NOTE: Students may reserve all equipment through the Watkins Film Equipment website at equipment.watkins.edu. **Please be sure to reserve equipment for pick up and return during hours the equipment room is open.**

HOURS: It is the student's responsibility to check the Equipment Room hours of operation. Hours are subject to change. Students should check, in advance for any changes in the daily operational hours during the semester.

CLOSINGS: The equipment room is open when the college is open and will be closed when the college is closed in accordance with normal operating hours and in observance of all major holidays and snow *days*. The equipment room may be open for limited hours during class breaks such as Spring & Fall Break. Hours will be posted in advance.

REMEMBER: *Students may only pick-up or return equipment during posted operational hours. There will be no pick-up or return outside of these hours of operation.*

Film Equipment Requests

- Students must return a signed and dated copy of the "I have read" form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Students are expected to reserve all equipment through the equipment website at equipment.watkins.edu.
- Students must set up an account for the website using your Watkins email username and a password of your choosing.
- Every Equipment Order should be initially filled out by the **Director** of the shoot and should be ordered under the Director's name.
NOTE: Director in this case, refers to the student responsible for the film shoot/ project/homework.
- Students must schedule the pick up and return of equipment during regular Equipment Room operating hours.
- Students are required and responsible to check the status of their designating shooting weekends for equipment availability before booking that weekend with actors or locations and before placing their order online. It is the student's responsibility to plan ahead rather than the burden of the Media Center to accommodate students who have not prepared adequately.
- All equipment requests must be made at least three weeks in advance. Failure to order equipment at least three weeks in advance may result in a denial of the equipment order.
- Once approval from the MCA has been obtained, the student will receive a confirmation email from the Media Center Equipment Room.
NOTE: It is the student's responsibility to get confirmation of order from the Media Center Assistant either at the time of placing the equipment order or by following up shortly thereafter in person, by phone or by email.
- If a student wishes to amend his/her order, they must do so with advanced notice. Failure to submit amendments to your order at least two weeks in advance may result in the loss of the requested equipment.

SOME POINTERS ON EQUIPMENT REQUESTS:

- Students must return a signed and dated copy of the "I have read" form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- The DIRECTOR of each production must submit all requests for equipment at least three weeks in advance. The order will then be sent to the instructor for approval. Once instructor approval is obtained, the student will be sent a confirmation email with a listing of any necessary adjustments.

- No equipment will be rented from outside sources to fulfill orders except to replace damaged or missing equipment. This will be at the discretion of The Film School Chair.
- Equipment is only available for checkout when it is listed on the site. The MCA may allow unlisted equipment to go on specific shoots for testing and at his discretion.
- The Media Center Director and Assistant work directly with film faculty and have the authority to approve scheduling, distribution and organization of orders.
- At times, there will be caps and limitations on specific items in the Media Center Equipment Room, regardless of the class level or the date the order was placed.
- **Some** of the key factors in prioritizing gear for particular productions could be: Class level, the date the order was placed, student's history of conduct and performance with gear, policies and procedures and availability.

WEEKDAY VS. WEEKEND PROCEDURES:

WEEKDAY

Weekday/Regular orders consist of orders being picked-up and returned during the week while following the 2 full usage days rule mentioned below.

Students may not check equipment out for more than **2 full usage days** during the week (example: pick-up Monday, return Thursday, or pick-up Tuesday, return Friday)

WEEKEND

Weekend/Production orders consist of orders that are picked-up on Thursday, at the earliest, kept over the weekend and returned on Monday.

LOCATION EQUIPMENT CHECKOUT & RETURN:

REMEMBER: At the time of the pick up and return the **Director** needs to be **present** or the order **will not go out or be checked in.** Keep this in mind when scheduling pick up and return.

NOTE: Director in this case, refers to the student responsible for the film shoot/ project/homework.

EQUIPMENT CHECKOUT

- Production equipment approved for pick-up is available during normal business hours of the Media Center Equipment Room on the date of pick-up. No equipment will be picked-up during off-hours.
It is the student's responsibility to know the exact hours of operation by checking with the Media Center Assistant or checking the hours posted on the Equipment Room door or on page 55 of this document.
- Film Equipment must never be left unattended, so students should make sure that they have at least two people from their project who are present to check equipment in and out, especially when checking out large equipment orders. Equipment will not be released to a student if, in the judgment of the Equipment Room Staff, they have not provided enough people to ensure the safe and secure loading of the equipment.
Equipment Room staff will not help with loading or transporting equipment.
- If a student chooses to leave gear on a sound stage for any length of time, the equipment is his/her responsibility. Any damage, theft, or loss that occurs while the equipment is stored on the stage will be the responsibility of the student to whom it was checked out.
- Film Equipment may be loaded and unloaded at the side door. If the freight door needs to be opened, students should see the Equipment Room Staff for instruction. Students should recognize that by signing the Equipment Order Form, they agree that the equipment order is complete and equipment is in perfect working order. Any equipment broken or missing should be noted on the form before the student signs the form and leaves the Media Center Equipment Room. Anything wrong with the equipment upon its return will be noted on the form by staff, and the student(s) will be responsible for it.

Note: It is the responsibility of the student to properly inspect every item in the order to ensure it is functioning BEFORE it is taken out of the film corridor, informing the Equipment room staff of any broken or missing items. Once the item leaves the film corridor, it becomes the responsibility of the student. Students will be financially responsible for any damage or loss of equipment due to negligence.

GENERAL TIPS AND GUIDELINES

- Students should not assume that batteries are fully charged at checkout time and should plan to check, and charge all batteries before their shoot!
- Students are responsible to charge ALL batteries before returning equipment. Failure to return batteries fully charged will result in the receipt of a \$0.50 fine per uncharged battery.
- Generally, it is a bad idea to check out equipment on the day of the shoot. Students should plan to check out equipment the day before their shoot is scheduled, unless under unique constraints.
- If many students are shooting productions at the same time, it may be necessary to limit reservations, both in time and in equipment. In these cases, decisions of the Media Center Director and/or Media Center Assistant are final.

MSDSs (Material Safety Data Sheets) explain, in detail: ingredients found in each chemical, hazard identification, first aid measures, fire-fighting measures, accidental release measures, exposure controls, physical and chemical properties, stability and reactivity, toxicological information, ecological information, disposal considerations, regulatory information, and type of PPE recommended. The MSDS binder for every chemical used in The Film School is located in the Media Center Equipment Room.

EQUIPMENT CARE AND SAFETY

Students are expected to take proper care of equipment at all times. They are expected to exercise good judgment, common sense and caution. Students should ask instructors and/or equipment room staff if they have any questions about safe equipment operation. Below are some common issues regarding equipment care, but this list is by no means complete. *Students are entirely responsible for the safe operation of all equipment!*

- Protect all equipment from weather conditions.
- Never set up or operate lighting equipment under wet conditions.
- Protect cameras and sound equipment from heat and direct sunlight when not in use.
- Never store camera or sound equipment in closed cars in the sunlight. The heat quickly builds up and will warp and melt plastic parts, tape, film, etc.
- Never, ever leave equipment unattended, for even a moment.
- Never leave equipment stored in a personal vehicle overnight.
- Never put any material directly in front of a lamp unless it has specifically been designed for such use. In other words, do not use improvised diffusion materials directly on lights, because they will catch fire.

EQUIPMENT RETURN

- Production equipment is due at the previously approved time on the scheduled date of return. Equipment or any parts not returned by this time will be charged a late fee as outlined below. Returning checked in equipment is a very serious matter, as that equipment may be already reserved for a fellow student's shoot.

It is the student's responsibility to know the exact hours of pick-up and return by checking page 55 of this document or reading the notes on the Media Center Equipment Room door when filling out the on-line Equipment Order Form.

- Students must be present for the duration of the time it takes to check in equipment. The equipment room staff must check every item to ensure that it has all necessary elements and is in proper working order before both the staff member and the student may sign off on the equipment. Students should plan a time for returning equipment for which they can be present for this necessarily time-consuming process.
- Students ***are not permitted*** to return equipment to a sound stage and leave it for the MCA or MCD to put away. Leaving equipment on the sound stage and failing to adhere to written equipment return

procedure will result in being fined \$25.00 to \$75.00 at the discretion of the MCA or MCD, depending on the size of the order and whether or not class time was disrupted.

FEES

LATE CHARGES:

- **\$10** for the first 10 minutes late
- **\$15** if 30 minutes late
- **\$25** per day IF that equipment is not reserved by another student
- **\$40** per day if a student or class reserved that equipment.
- ✓ Students will have **48 Hrs.** from the day of late return to pay their fees.
- ✓ You will not be allowed to check out equipment until all fees are paid.

Reshoots & Pickups

Students are permitted to re-check equipment for one re-shoot or pick-up shoot per production season. After the student has checked out equipment twice in one production season, the student must receive written permission from the Production class instructor.

Priority for gear will go to students who are on their first production shoot. Students doing re-shoots and pick-ups will receive gear on a first come first served basis.

Watkins Equipment Damage/Loss

- Students will not be allowed to check out equipment, use lab facilities, register for courses, or receive grades or transcripts until they have fully compensated Watkins for any loss or damage to equipment. Any equipment missing or late for more than 3 business days shall be declared lost and the student responsible for the equipment shall be assessed the cost to replace such equipment.
- The Media Center Director or Assistant will inform the student of the replacement/repair cost. MCD or MCA may also give the student the option of replacing the equipment him or herself. The student must submit payment to the Media Center Equipment Room.
- If students have been careless or negligent in the use of any equipment, they will be required to reimburse the College, even if the item may be covered by our insurance. It is the sole judgment of the Media Center Director and The Film School Chair whether the damage or loss was due to carelessness or negligence.
- If facilities are damaged and/or equipment is lost or damaged due to negligence during a class, the entire class may be held financially responsible for repair and/or replacement costs.

RESPONSIBILITY

The student who requests the equipment is the only one who can pick up the equipment, unless they provide advanced notice designating another agent to pick-up on their behalf. The student who requests the equipment is solely responsible for the costs of any damages or lost items that occur for any reason between the time of pick-up and the time of check-in. This is regardless of any reason or if a designated agent picks up the equipment on their behalf. Watkins does not accept the concept of transfers of equipment between students after it has been checked out. If the student allows other students to use equipment while it is checked out to them, **he/she remains fully responsible for it.** Students are responsible for the same, with regards to editing suites, computer labs, sound stages, theater, etc.

CANCELLATIONS

If students have requested equipment or facilities and then postpone or cancel the usage, they should notify the Media Center Assistant and Director **ASAP.**

Students with three (3) cancellations in one semester will NOT be allowed to **reserve** equipment or room space for the remainder of the semester. This does not restrict them from using the lab or equipment – just their ability to make reservations.

CLASS EQUIPMENT *CHECKOUT & RETURN:*

Instructors will need to utilize equipment for class demonstrations from time to time. In that event the students and instructors must follow the following guidelines:

- Fill out all necessary information at the top of the form.
- Highlight or circle all equipment you will be taking.
- Note the correct item numbers for all items taken.
- Have the instructor sign the instructor checkout section.
- Inspect all equipment before bringing it back into the film equipment room to make sure everything is together, present and in working order.
- Have the instructor sign his/her name on the back page of the form to signify that s/he has overseen all items and that all items have been properly returned, all pieces are where they should be and that everything is working properly.
- Please make a note of any and all problems you may encounter on the back page of the form in the designated section.
- Place the form with the organized pile of equipment you have returned. A member of the Equipment Room Staff will put the equipment away.
- If the MCD or MCA encounter loss or damage to equipment due to negligence during class time, the entire class may be held financially responsible for the cost of repair or replacement.

RESERVATIONS FOR THE SOUND & POST-PRODUCTION THEATER (608), FOLEY & ADR STUDIO (607)

- Students must return a signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Students must have had certain classes in order to receive permission to utilize these labs.
- Food and drinks are prohibited in all computer labs at Watkins. If you are found to have consumed any food or drink other than water in the lab, you will be issued a \$50 fine to be paid to the Business Office.
- Students may reserve 608 or the recording studio facilities for projects relating to class assignments only. Access will be granted at the discretion of the Media Center Director and/or The Film School Chair and will depend on availability.
- Students may reserve the Foley & ADR studio (607) and the Sound & Post-Production Theater (608) for one 3-hour block of time per non-consecutive day. The sound stages (623 and 625) will be reserved based on student need and at the discretion of The Film School Chair and the Media Center Director.
- Students must email the Media Center Director with the date and time of requested use and a description of why the facilities are being requested and which class the assignment is for. The Media Center Director will then review the request and respond.
- If the student wishes to use a room, they must pick up the key from and return it to the front desk.
- When using any room, students must sign in and out on the appropriate form located on the door to the room that has been reserved. After using the room, the student must turn off the light, close and lock the door and sign out before leaving.
- Students are expected to return the rooms used to an equivalent or better state than that in which they were found. Students should sweep the floors and return all elements to their proper state. A member

of the Equipment Room Staff will assess the state of the rooms after each use. Failure to comply with these guidelines will result in an issue of fines and/or a revoking of facilities usage privileges.

Sound Stage Usage & Reservation Policy

FOR PRODUCTION SHOOTS:

When reservations for the sound stages are needed for production shoots, students must submit a formal proposal for use **at least 3 weeks in advance**. Failure to submit the proposal form **at least 3 weeks in advance** may affect approval.

Students must provide the following information:

- A signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Amount of time needed for setting up the stage for the shoot.
- Any and all changes that will be made, including but not limited to use of smoke/fog machines, fake blood or other staining elements, set changes, use of set pieces and props belonging to The Film School at Watkins College and whether school equipment will be stored on the sound stage.

Students are not permitted to paint in the sound stages under any circumstances. If you are caught painting in the sound stages or altering the set pieces and facilities in any way without written permission from the Media Center Director, you will be issued a \$25.00 negligence fee and will be charged the amount it costs to professionally restore the stages in addition to the loss of use fee detailed below. Painting the sound stages without permission or changing the facilities in any way without prior, written approval by the Media Center Director may result in disciplinary action to be determined by the Media Center Director and the Director of Student Life.

- Amount of time necessary for shooting
- Amount of time needed for restoration of the stage to its approved state
- Approved wrap time, which will be 8am the morning after shooting finishes. This time may be adjusted on an as needed basis.

ALL RESTORATION TO THE STAGES MUST BE COMPLETED BY 8AM THE MORNING OF THE STATED WRAP DATE.

Once the proposal form has been submitted, The Media Center Director will respond via email confirming approval for the shoot dates and times. If the times are unavailable or if the proposal has not been approved, the Media Center Director will also respond via email. The assignment of the stages will follow The Film School at Watkins policy for room assignments according to seniority. The student must have the sound stage restored to its approved state by the end of the agreed upon restoration period, which will be 8am the day after shooting wraps.

Choosing to alter facilities or incorporate other changes not previously listed on the proposal form and approved by the Media Center Director may result in disciplinary action to be determined by the Media Center Director and the Director of Student Life. Students may also be charged a negligence fee and any other appropriate fees as determined by the Media Center Director.

Media Center Facilities Fees:

If a student fails to wrap by the approved wrap time or has caused damage to the sound stage that must be repaired, the student will be charged a monetary **loss of use** fee in addition to any cost of repair to facilities or equipment. This fee will increase daily and will accrue based on the number of days the stage is unusable by others.

- **\$25.00 for the first day**
- **\$35.00 additional for the second day**

➤ **\$50.00 additional for each consecutive day after**

If the student fails to return the stage to its approved state, he/she will be charged a **cleaning fee**, which will be the cost of hiring two student workers at \$7.50/hr. to restore the stage to its approved state. ***Estimated cost for student workers can be as much as \$120.00 or more depending on the amount of restoration necessary. This fee will be in addition to the “loss of use fee” detailed above.***

If a student causes damage to any set pieces or props, they may be charged the amount required to replace the item(s) and may be issued a \$25.00 **negligence fee**. The determined amount will be due to the equipment room within 3 business days.

Students will not be permitted to reserve equipment or facilities until all fees are paid. Failure to pay the any and all fees by the end of the semester will result in a hold being placed on the student’s grades until the fee is paid in full. If a fee will be issued, students will receive an email from the Media Center Director conveying this information.

FOR REHEARSALS, AUDITIONS, LIGHTING TESTS, ETC:

Because no serious adjustments will likely be made to the space for requests of this kind, submission of a proposal form is not necessary. However, any student wishing to reserve the sound stage for any purpose **must return the room to its approved state by the end of the reservation time.** Failure to do so will result in a **\$15.00 cleaning fee** to be paid in full to the equipment room by the end of the semester. This amount will cover our cost to clean the room. If greater damage is done, the amount will be adjusted at the discretion of the Media Center Director and/or The Film School Chair.

Sound Stage approved state:

- All trash removed from the stage and film corridor. Trash must be taken out to the Watkins dumpster and put inside the dumpster. Trash includes, but is not limited to, any extra foreign substances brought to the stage to simulate blood or any other type of bodily fluids and any and all trash left from craft services.
- All furniture, set pieces or props belonging to The Film School at Watkins College must be returned to the sound stage and neatly placed in the approved area.
- All sticky or greasy substances must be removed from floors, walls, doors, carpet, equipment carts, Watkins equipment, floors, etc.
- Any spots or stains on furniture must be removed.
- Any and all tape used for blocking or any other purpose **MUST BE REMOVED COMPLETELY!!**

Terms for use of smoke/fog machines:

- **Turn off the AC before turning on the smoke/fog machine.** The on/off switch is located on each sound stage.
- **When you have finished using the machine, please allow the smoke to air out of the room before turning the AC back on.** It is a good idea to place a fan in the doorway pointing outward so that the room airs out properly. **Please allow at least 30 minutes** for the room to air out completely before turning the AC back on. **Be sure to turn the AC back on!**
- **Smoke/Fog machines may be used only during “daylight hours,” which are as follows:
M-F: 7:30am-midnight, Sat: 9am-5pm, Sun: 1-10pm.**

Any and all foreign items left on the sound stage or film corridor will become the property of the Watkins Equipment Room. The Equipment Room will then determine the destiny of these items.

******It may be in your best interest to photograph the condition of the stage before and after your use to aid us in assigning cleaning fees if someone uses the stage before or after you, during a time the equipment room is not in use.***

TRUTH & CONSEQUENCES

- In truth, all of these policies are kinder & gentler versions of standards & policies common to the motion-picture industry. These policies are designed to acclimate film students to the motion-picture industry, distribute resources as fairly as possible to the College and its students, and protect and maintain the college's resources.
- All fines & fees go back into the Film Equipment or Repair fund. Any student in violation of these policies, determined to have mistreated or aided in the theft of any equipment or College resources may be subject to loss of equipment privileges or other disciplinary action.
- Students with outstanding fines or fees are not allowed to check out any equipment until they have settled these charges.
- Students are prohibited from requesting equipment for students who would not have been allowed to use the equipment. Any student determined to have requested, or booked equipment to be used for another student whose usage privileges have been cancelled or suspended may be subject to disciplinary action.

Problems

All technical, operational, scheduling, or interpersonal problems should be taken up with the student's instructor first. All equipment issues should be directed to the Equipment Room Staff. Problems that cannot be resolved in this manner may be taken to the Media Center Director, who oversees all equipment services, including the Media Center Equipment Room.

Post Production

During Post Production or any time during the semester for all rules and regulations regarding the Editing Labs, Pro-Tools studio, Large Theatre #500, and Writing Lab, students should refer to the **Instructional Technology/Computer Labs** sections of this Policy Manual.

Watkins Content Policy

The Film School strives to replicate, in its curriculum, the conditions of the independent narrative film industry. The standards Film School upholds, in terms of motion picture content, are based upon public exhibition viability. Motion Pictures and screenplays produced as part of the curriculum or in association with Watkins are expected to conform to the content and technical quality standards of film festival, American theatrical exhibition and the technical quality standards of commercial broadcast media. The ultimate decision concerning individual content matters rests with your instructor and/or The Film School Chair.

Policy on Prohibited Practices

While it is paramount that freedom of expression exists in an academic institution, especially one that trains artists, it is also imperative that a clearly articulated policy on acceptable practices exists. Since as artists, it is our job to question convention and stimulate exploration, we want to guide students as young artists in what can be allowed and what cannot be allowed in their pursuit of this form of expression.

Practices not allowed would include:

- Any activity that is illegal as determined by any ordinance, local, state or federal.
- Any activity that would interfere with the duties of any law enforcement, fire or safety personnel including paramedics.
- Any activity that includes actual sexual acts.
- Any activity that endangers or puts an individual in harm's way.
- Any activity that is deemed unhealthy or puts a person at risk to their health.
- Any inappropriate activity that includes minors.
- Any action that harms or endangers an animal.

While some of these activities will be open to interpretation, it is the intention of The Film School to apply standards common in the film industry. Films produced as part of the curriculum or in association with Watkins College of Art, Design & Film are expected to conform to the policies commonly applied at film festivals, and in theatrical and broadcast media.

In addition, while there is no universal agreement on what constitutes obscenity, the courts have held that community standards can apply. To that end, we will look to common practices in the community for guidance as well.

It is recognized that art is often controversial and sometimes offensive to some members of society. When exhibiting student work publicly, it will sometimes be appropriate to post or announce an advisory statement so that some people can choose to not view or not have their children view such work. It is at the discretion of the film chair whether such an advisory is warranted.

All decisions made with regard to this policy will be at the discretion of the film chair that may consult with administration or ad hoc committee to reach a decision.

Credits

All projects must be accompanied with the following credit:

- Copyright, (student), (date)
- Film Production (I, II, III, or Senior Production)
- A Work in Progress
- Logo

All final projects must include both The Film School logo and the Watkins logo.

Watkins reserves the right to refuse the addition of its credit on student class projects as well as any associated projects.

End of Semester Student Critiques

All student final productions are reviewed at the completion of each production course. Student's overall progress is evaluated and production course advancement is determined.

Disciplinary Action

Watkins may, at its discretion, revoke a student's privileges to use any facilities or equipment, or may assess financial or other penalties (in addition to requiring compensation) for violations of College policies. Specific violations, which are likely to result in disciplinary action, include:

- Observation or evidence of improper, unsafe, or careless uses of equipment or lab facilities.
- Equipment damage or loss due to carelessness, negligence, or maliciousness.
- Unruly, aggressive, harassing or abusive behavior toward faculty, staff or fellow students.
- Failure to uphold reasonable professional standards of conduct and cooperation.
- Failure to cancel facility or equipment reservations with proper notice, or failure to pick up reserved equipment.
- Late return of equipment.
- Failure to clear outstanding financial or administrative responsibilities.
- Use of equipment or facilities for outside personal or profit-making projects.
- Failure to attend required Critique sessions.
- Submission to festivals without appropriate credits and/or notification to The Film School Chair.
- Failure to provide actors with DVD/VHS copy of their projects.
- Failure to adhere to any of the policies outlined in this guide.

QUICK REVIEW:

- Students must return a signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Food and drinks are prohibited in all computer labs at Watkins. If you are found to have consumed food or drinks other than water in the lab, you will be issued a \$50 fine to be paid to the Business Office.
- Classes requesting equipment take **precedent** over student requests.
- Students are only allowed to check out the equipment and reserve the facilities on which they have been **trained and are certified to use**.
- Students are **responsible** for the equipment they are checking out. It should come back in the same condition as it was checked out.
- **Pick up and return times** must be strictly followed. Late returns will result in a fine charged to the student who has requested the equipment. Students who are late for pick up may not receive equipment.
- Individuals can check out equipment only to be used **as part of their assigned class curriculum** unless they have **written permission**, in advance, from the **Media Center Director or from The Film School Chair**.
- Students cannot request equipment for a **person** or **project** that would not be allowed to use the equipment **otherwise**.
- If students are late returning the equipment **they WILL BE CHARGED!**
- The student who requests the equipment is the **only one** who can pick the equipment up **unless** they provide advanced oral or written notice designating another agent to pick-up on their behalf.
- Orders should be placed **ASAP**, even if it’s only few items. Students should not wait until the last minute. In the middle of the semester, sometimes a request placed a few minutes earlier than another will receive priority. Equipment requests should be made as early as possible so students can have peace of mind to work on the other important aspects of their production.
- **Students must make sure to give enough time when modifying their request, for the request to be processed.**
- Check-out and check-in are time-consuming processes. At checkout, students must unpack, inspect, test, and repack every piece of equipment. For basic video packages, reserve at least **30 minutes**. For the film packages, allow **90 minutes**. Please consider this when coming to pick-up or return equipment. Students must schedule enough time to check equipment in and out, during designated times.
- Students are not permitted to leave equipment in the sound stages for the equipment room staff to check in. If a member of the Media Center Staff is forced to remove checked out gear from the sound stages, the students who left the gear on the stage will be charged a fee to be determined by the Media Center Assistant.
- The equipment room staff’s responsibility is to give students and classes the proper equipment requested, in proper working condition. When students check out equipment it gives the students an idea of the status of the equipment and shows the Equipment Room Staff if the students are aware of its proper usage.
- Students should notify equipment room staff of cancellations **ASAP**.
- Students should check and double-check when preparing their equipment for return. They must make sure that all equipment is present and in proper working condition before return. **STUDENTS MUST RETURN ALL EQUIPMENT IN THE SAME CONDITON AND CONFIGURATION AS IT WAS CHECKED OUT TO THEM.**
- The Media Center Equipment Room is also a reference room. Students should come by when they have questions about equipment or its usage. The equipment room staff is here to help them.

- Students should always have the Media Center Equipment Room phone number (615.277.7438) handy and notify the staff if they are running late. Always notify and keep the staff informed. You may also reach The Equipment Room by calling the front desk (615.383.4848) and having them transfer the call to the Media Center Equipment Room. Once again the email address is: filmequipment@watkins.edu or bflowers@watkins.edu.

Handbook

A book of (S)Etiquette, and other helpful nuggets

Made for the students, by the
students

Introduction

As film students we may not yet meet the definition of a professional, but getting into the practice of acting like one will help us in the long run. We didn't come to film school because we were bored or needed to fill a void. We came to film school to pursue a passion of something that we enjoy and love to do. We want to make this into our profession. We want to be able to further our career and why not start acting like you're already in the professional film world while in school? If you can't hack it professionally in film school, how are you going to be able to do the job post college? Here are some small tips that can help us all out:

Professional: (of a person) engaged in a specified activity as one's main paid occupation rather than as a pastime.

Remember: The difference between amateurs and professionals: Attention to detail.

Professionalism: the skill, good judgment, and polite behavior that is expected from a person who is trained to do the job at hand done well.

Professional Behavior – Understand your role your part in the production, respect who you're working with, and don't be afraid to ask questions. Be your best self. A good attitude will serve you well and take you long way. If you find yourself unfamiliar with your role, ask a co-worker, fellow student, or refer to the diagram located under the "On Set Roles" subheading.

Time Management – Learn to be early! If you're not early, you're late. Time is everything. If you find yourself behind; Knowing you are going to be late, call the AD (Assistant Director), his or her phone number should be on your call sheet.

Equipment Care – Throughout our career here, we will be using and sharing the same equipment with one another; Treat it with care and like it's your own.

Equipment Care

Remember: Equipment is not endless, we all will be sharing the same equipment throughout our time here, proper use will go a long way towards ensuring that you have the most, best equipment available to you. Respect the equipment and it will respect you.

- Inspect equipment thoroughly during check-out.
 - Any problems/issues are to be reported to the cage immediately, upon discovery.
 - Pay attention to how equipment fits in cases; Equipment is to be returned appropriately.
- Return equipment in better or equal to condition; Clean it if necessary.
 - Damage/Cleaning fees will be strictly enforced.
- Be punctual with pick-up and return times; late fees will be strictly enforced.

General Facility Rules for Watkins Film School

Remember: everyone uses Facilities. In order to maximize the intended use of the facilities, we must treat them with respect. Facilities include but are not limited to: Sound Stages (623 & 625), The Edit Lab (603), The Writing Lab (605), Sound Editing/Recording Studios (607, 607A, 608).

Food and Beverages:

- Beverages must be in a concealed container.
- Only packaged snacks are allowed.

Etiquette:

- Headphones are required at all times (when working with anything that produces sound).
- No cellphone usage (texting allowed, phones must be silenced)
- Be respectful of your speaking level during discussion.
- Do not change system preferences.
- Do not remove any equipment from facilities.
- Return facilities to previous state/level of cleanliness.
- When using DaVinci Resolve in 608, restart the computer when you've finished.
- When using Sound Stages, refer to the Sound Stage Usage & Reservation Policy.

Below

Sound Stage Usage & Reservation Policy

FOR PRODUCTION SHOOTS:

When reservations for the sound stages are needed for production shoots, students must submit a formal proposal for use **at least 3 weeks in advance**. Failure to submit the proposal form **at least 3 weeks in advance** may affect approval.

Students must provide the following information:

- A signed and dated copy of the “I have read” form located on the last page of this manual to the Watkins Equipment Room before they will be permitted to check out equipment or reserve facilities.
- Amount of time needed for setting up the stage for the shoot.
- Any and all changes that will be made, including but not limited to use of smoke/fog machines, fake blood or other staining elements, set changes, use of set pieces and props belonging to The Film School at Watkins College and whether school equipment will be stored on the sound stage.

******Students are not permitted to paint in the sound stages under any circumstances. If you are caught painting in the sound stages or altering the set pieces and facilities in any way without written permission from the Media Center Director, you will be issued a \$25.00 negligence fee and will be charged the amount it costs to professionally restore the stages in addition to the loss of use fee detailed below. Painting the sound stages without permission or changing the facilities in any way without prior, written approval by the Media Center Director may result in disciplinary action to be determined by the Media Center Director and the Director of Student Life.***

- Amount of time necessary for shooting
- Amount of time needed for restoration of the stage to its approved state
- Approved wrap time, which will be 8am the morning after shooting finishes. This time may be adjusted on an as needed basis.

ALL RESTORATION TO THE STAGES MUST BE COMPLETED BY 8AM THE MORNING OF THE STATED WRAP DATE.

Once the proposal form has been submitted, The Media Center Director will respond via email confirming approval for the shoot dates and times. If the times are unavailable or if the proposal has not been approved, the Media Center Director will also respond via email. The assignment of the stages will follow The Film School at Watkins policy for room assignments according to seniority. The student must have the sound stage restored to its approved state by the end of the agreed upon restoration period, which will be 8am the day after shooting wraps.

Choosing to alter facilities or incorporate other changes not previously listed on the proposal form and approved by the Media Center Director may result in disciplinary action to be determined by the Media Center Director and the Director of Student Life. Students may also be charged a negligence fee and any other appropriate fees as determined by the Media Center Director.

Media Center Facilities Fees:

If a student fails to wrap by the approved wrap time or has caused damage to the sound stage that must be repaired, the student will be charged a monetary **loss of use** fee in addition to any cost of repair to facilities or equipment. This fee will increase daily and will accrue based on the number of days the stage is unusable by others.

- **\$25.00 for the first day**
- **\$35.00 additional for the second day**
- **\$50.00 additional for each consecutive day after**

If the student fails to return the stage to its approved state, he/she will be charged a **cleaning fee**, which will be the cost of hiring two student workers at \$7.50/hr. to restore the stage to its approved state. ***Estimated cost for student workers can be as much as \$120.00 or more depending on the***

amount of restoration necessary. This fee will be in addition to the “loss of use fee” detailed above.

If a student causes damage to any set pieces or props, they may be charged the amount required to replace the item(s) and may be issued a \$25.00 **negligence fee**. The determined amount will be due to the equipment room within 3 business days.

Students will not be permitted to reserve equipment or facilities until all fees are paid. Failure to pay the any and all fees by the end of the semester will result in a hold being placed on the student’s grades until the fee is paid in full. If a fee will be issued, students will receive an email from the Media Center Director conveying this information.

FOR REHEARSALS, AUDITIONS, LIGHTING TESTS, ETC:

Because no serious adjustments will likely be made to the space for requests of this kind, submission of a proposal form is not necessary. However, any student wishing to reserve the sound stage for any purpose **must return the room to its approved state by the end of the reservation time.** Failure to do so will result in a **\$15.00 cleaning fee** to be paid in full to the equipment room by the end of the semester. This amount will cover our cost to clean the room. If greater damage is done, the amount will be adjusted at the discretion of the Media Center Director and/or The Film School Chair.

Sound Stage approved state:

- All trash removed from the stage and film corridor. Trash must be taken out to the Watkins dumpster and put inside the dumpster. Trash includes, but is not limited to, any extra foreign substances brought to the stage to simulate blood or any other type of bodily fluids and any and all trash left from craft services.
- All furniture, set pieces or props belonging to The Film School at Watkins College must be returned to the sound stage and neatly placed in the approved area.
- All sticky or greasy substances must be removed from floors, walls, doors, carpet, equipment carts, Watkins equipment, floors, etc.
- Any spots or stains on furniture must be removed.
- Any and all tape used for blocking or any other purpose **MUST BE REMOVED COMPLETELY!!**

Terms for use of smoke/fog machines:

- **Turn off the AC before turning on the smoke/fog machine.** The on/off switch is located on each sound stage.
- **When you have finished using the machine, please allow the smoke to air out of the room before turning the AC back on.** It is a good idea to place a fan in the doorway pointing outward so that the room airs out properly. **Please allow at least 30 minutes** for the room to air out completely before turning the AC back on. **Be sure to turn the AC back on!**
- **Smoke/Fog machines may be used only during “daylight hours,” which are as follows: M-F: 7:30am-midnight, Sat: 9am-5pm, Sun: 1-10pm.**

Any and all foreign items left on the sound stage or film corridor will become the property of the Watkins Equipment Room. The Equipment Room will then determine the destiny of these items.

****It may be in your best interest to photograph the condition of the stage before and after your use to aid us in assigning cleaning fees if someone uses the stage before or after you, during a time the equipment room is not in use.*

The Film School At Watkins College of Art

Proposal for use of Sound Stage

I, _____ would like to use sound stage # _____ from (dates) _____ to _____ and from (times) _____ to _____. This time frame reflects _____ hours for set-up, _____ hours for shooting and _____ hours for restoration. My shoot will officially wrap on _____ (date) at 8am at which point all set pieces and props will be returned to their proper location, all trash will be disposed of and all furniture will be properly stowed according to *The Film School at Watkins College Sound Stage Usage & Reservation Policy*.

I plan to utilize the following elements: (please include fog/smoke machines, any type of fake blood or other substances that may splatter, set pieces, elements you wish to change, pieces you wish to build, etc. Also include a statement of whether or not you wish to store equipment on the sound stage.)

I understand that I am responsible for any and all damage to the sound stage, set pieces, props and equipment during my use of the sound stage and that I must comply with *The Film School at Watkins Sound Stage Usage and Reservation Policy*. I understand that I must remove all trash from the sound stages and film corridor and the stage must be returned to its approved state at the stated wrap time. I understand that any and all equipment and facilities belonging to Watkins College are my responsibility for the duration of the time I have it checked out and that any and all damage to this equipment and/or facilities will be my responsibility. I further understand that failure to meet these requirements may result in disciplinary action and that a cleaning and/or negligence fee will be issued at the discretion of the Media Center Director under advisement from the Director of Student Life and The Film School Department Chair.

Student signature

date

Class Title

Instructor's Signature

Media Center Director signature

date

On Set Roles

Production:

Director: The Director is the driving creative force in a film's production, and acts as the crucial link between the production, technical and creative teams. Directors are responsible for creatively translating the film's written script actual images and sounds on the screen - he or she must visualize and define the style and structure of the film, then act as both a storyteller and team leader to bring this vision to reality.

Directors' main duties include casting, script editing, shot composition, shot selection and editing. While the practical aspects of filmmaking, such as finance and marketing, are left to the Producer, Directors must also always be aware of the constraints of the film's budget and schedule.

Reports to/Communicates with: 1st Assistant Director, Director of Photography, and Producer

1st Assistant (1st A.D.): The First Assistant Director (AD) is the Director's right hand person, taking responsibility for a number of important practicalities so that the Director is free to concentrate on the creative process. During pre-production, First ADs break down the script into a shot-by-shot storyboard, and work with the Director to determine the shoot order, and how long each scene will take to film. They then draw up the overall shooting schedule (a timetable for the filming period). Once the film is in PRODUCTION, FIRSTS ARE IN CHARGE OF MAKING SURE THAT EVERY ASPECT OF THE SHOOT KEEPS TO THIS SCHEDULE

Reports To/Communicates With: Director, Director Of Photography, Producer

2nd Assistant (2nd A.D.): the second assistant director is the first assistant director's right hand person. The second ad's main function is to ensure that all the first ad's orders and directions are carried out. Seconds have two main responsibilities during production: they prepare and draw up the 'call sheet' (a document detailing daily filming logistics, which is distributed to cast and crew), under the supervision of the first; And they oversee all the movements of the cast, ensuring that the principal actors are in make-up, in wardrobe, or standing by on the set at the correct times.

On smaller productions, on which there is no third assistant director, seconds may also be responsible for finding and looking after background artistes (extras). Most seconds also assist the first in liaising between the set or location and the production office, updating key personnel on the timings and progress of the shoot.

Reports to/communicates with: 1st assistant director

Producer: producers are responsible for the day-to-day smooth operation of the production team. Producers are also in constant communication and consultation with the

director and other key creative personnel, on and off set. Producers approve all script changes. Producers are expected to liaise with the director and post-production departments, including editing - both picture and sound, music and visual effects. The producer will deal with the finance and distribution companies in planning the marketing and distribution of the finished film.

Reports to: director, 1st assistant director

Location Manager: in pre-production, location managers must work closely with the director to understand his or her creative vision for the film. This informs location managers' decisions when identifying and visiting potential locations, together with issues such as accessibility, and the flexibility of the schedule and budget. They usually compile a photographic storyboard in the production office in order to report back on their findings. Once the ideal location is agreed, location managers begin negotiations over contracts and fees for the location, and make all the necessary arrangements for filming to take place, including co-ordinating parking facilities, available power sources, catering requirements, and permissions from the relevant authorities. Location managers are also responsible for ensuring that everyone in the cast and crew knows how to get to the filming location, and they must display clear 'location' or 'unit' signs along main routes. During filming, location managers oversee the health and safety of everyone using the location. After the shoot, they must ensure that the location is securely locked, and adequately cleaned, before returning it to its owners. Any damage must be reported to the production office and, if necessary, insurance proceedings instigated.

Reports to: producer, 1st assistant director

Production assistant: production runners are the foot soldiers of the production team, performing small, but important tasks in the office, around the set and on location. Their duties may involve anything from office administration to crowd control, and from public relations to cleaning up locations.

Reports to: producer, location manager, 2nd assistant director, and 1st assistant director

Camera Department:

Director of photography/cinematographer: after reading the screenplay, DOPs meet with the director to discuss the visual style of the film. They conduct research and preparation including carrying out technical reces of locations. They prepare a list of all required camera equipment, including lights. On each day of principal photography, DOPs and their camera crews arrive early on set to prepare the equipment for the day's work. During rehearsals, the director and DOP block (decide the exact movements of both actors and camera) the shots as the actors walk through their actions, discussing any special camera moves or lighting requirements with the camera crew, gaffer and grip department. At the end of each shooting day, DOPs prepare for the following day's work, cleaning lenses, inspecting camera equipment, and charging of batteries.

Reports to: assistant director, director

1st assistant camera (AC): 1st ACs are responsible for focusing and refocusing the camera lens as actors move within the frame of each shot, but they do not look through the lens to do this; They pull focus according to a set of complex marks (which are placed on the set, on the floor, on props, etc., during the director's on-set rehearsal time with the cast). 1st ACs are also responsible for camera equipment such as lenses, filters and matt boxes, and for assembling the camera and its accessories for different shots. 1st ACs arrive on set or in the studio before the director, director of photography, and ensure that the camera and all required lenses are prepared for the day's shoot. If the director or DOP wants to try out a specific lens, the 1st ac assembles the camera so that they can look through the eyepiece to assess the shot. At the end of each shooting day, 1st ACs clean the equipment and pack it up in preparation for the next day.

Reports to: director of photography

2nd assistant camera: 2nd ACs assist in loading and unloading film magazines, changing and charging camera batteries, changing lenses, operating the clapper board, filling out and filing all camera sheets. During the shoot, 2nd ACs begin work early in the morning, unloading, organizing and preparing all the camera equipment for each day's work. During rehearsals, they mark-up the actors' positions, enabling the 1st ac to calculate any changes in focus. When the camera starts to roll, 2nd ACs mark each take with a clapperboard (which identifies the take and enables the assistant editor to synchronize the sound and picture in preparation for editing). Assist the 1st AC in cleaning the equipment, packing up, and prep for the next day.

Reports to: 1st assistant camera, director of photography

Dolly grip: responsible for pushing the dolly (the wheeled platform which carries the camera and the camera operator) and must create smooth movements that do not distract from the onscreen action. Maintains the dolly. Keeps it clean.

Reports to: director of photography, key grip

Script supervisor: monitor whether it is possible for each shot scene to be edited into a verbally and visually coherent sequence. During pre-production they check the script for any errors and/or inconsistencies, prepare estimated running times, and break down the script according to production requirements. They develop story synopses and character breakdowns, and check the shooting schedule to ensure that all the required scenes are shot and adequately covered from all required angles, distances, etc. They attend recesses and pre-production meetings to feedback any identified issues, and during rehearsals they record detailed timings which inform the shooting schedule. They work closely with directors to anticipate and solve any potential problems. On each day of principal photography, script supervisors file reports and photographic records for the previous day's shoot, and prepare all paperwork for postproduction. They check continuity requirements for each scene to be shot. During filming they closely monitor the script to check that no

dialogue is overlooked, and cue actors where necessary. They keep detailed continuity notes and photographs or sketches of each actor and camera position for each shot. They keep detailed records of: all shot timings and camera movements, including jibs, pans, zooms, etc.; Whether the scene is shot during the day or at night; Any scene changes, and their implications; All slate and scene number information; Any inconsistencies, errors or other comments; All camera details including lenses, focal distances, filters, etc. They liaise closely about continuity with other departments including costume, make-up and hair, props and lighting. Where pick up shots are required, script supervisors provide actors with dialogue start points, and exact continuity details. They also ensure that other departments are aware of the status of each shot, and that clapper boards are marked up accordingly. Where more than one camera is used, they ensure that each camera's output is accurately identified. They confirm directors' take preferences and note these for postproduction. They often assist sound mixers in taking additional notes of any recorded wild tracks or voice-overs. Script supervisors re-type scripts to reflect any major dialogue changes, and mark up scripts with slate numbers, cut points, and other relevant details for post production. They prepare detailed daily continuity reports, editors' daily log sheets and daily production reports. They also provide production with records of the requirements for any outstanding shots or inserts.

Reports to: director of photography/director

Grip & Electric:

Gaffer: Gaffers are in charge of all the electrical work on a production, leading the team of technicians who install the lighting equipment and arrange the power supply in order to create the designed lighting effects. Gaffers work closely with the Director of Photography to visualize in a practical way the 'look' they are trying to achieve. One of the Gaffers' key responsibilities is Health and Safety. They conduct risk assessments and certify the electrical safety of the production. Gaffers mediate between the lighting crew and the DP. They must be able to suggest and interpret ideas, and have a thorough knowledge of a wide range of equipment and of its operation. They position the equipment, and operate the lights during filming. Gaffers need to be committed to completing the job, often in difficult circumstances.

Reports to: Key Grip, Director of Photography

Best Boy Electric: The Best Boy Electric is the Gaffer's right hand person who assists in coordinating the other lighting technicians in the team.

Reports to: Gaffer

Key Grip: The Key Grip is Head of the Grip Department and works with the Director of Photography (Cinematographer) and Director, supervising the crew responsible for anything associated with the camera's operation and movement.

Reports to: Gaffer, Director of Photography

Best Boy Grip: The Best Boy Grip is the Key Grip's right hand person who assists in coordinating all of the grip department's tasks.

Reports to: Key Grip

Grip: Grips' responsibility is to build and maintain all the equipment that supports cameras. This equipment, which includes tripods, dollies, tracks, jibs, cranes, and static rigs, is constructed of delicate yet heavy-duty parts requiring a high level of experience to operate and move. Grips arrive on set early, unload all the equipment, and ensure that everything is prepared for the day's filming. After the Director has rehearsed the actors, all the shots are choreographed, using stand-ins (the line-up), and Grips subsequently set-up any required equipment. Grips should be ready as soon as the camera starts to roll, and they must anticipate all the camera moves, whilst also keeping in mind the preparations required for the next camera set-up. At the end of each day's shooting, Grips oversee the packing up of all camera-support equipment.

Reports to: Best Boy Grip, Key Grip

Sound Department:

Production Sound Mixer (PSM): Production Sound Mixers are responsible for the difficult job of

Ensuring that dialogue recorded during filming is suitably clear. Approximately two weeks before the first day of principal photography, Production Sound Mixers meet with the Producer and Director to discuss their creative intentions, (is the sound naturalistic or stylized, etc.), technical requirements and budgetary issues. They also meet with the Costume Department and Visual Effects Supervisors to discuss the placement of microphones on or around the actors, and visit all locations to check for potential sound problems. When filming begins, Sound Crews arrive on set half an hour before call time to prepare their equipment. During rehearsals, when the Director, Director of Photography and actors run through all camera moves and lighting, the Production Sound Mixer and Boom Operator plan where they should place microphones to obtain the best possible sound quality. After each take, Production Sound Mixers (who are situated off set, but close by) check the quality of sound recording and, if necessary, ask for another take. In the same way as Directors endeavor to ensure that they have adequate overall coverage of each scene, Production Sound Mixers work with the Boom Operator to select suitable types of microphone (e.g. close-ups or extreme angled shots may require clip microphones that do not appear in frame), and carefully reposition these microphones for each set-up, to ensure adequate sound coverage. If music is required in a scene, Production Sound Mixers also set up playback equipment and speakers for the actors. At the end of each shooting day, Production Sound Mixers may send the day's sound recording files to post production

Reports to/Communicates with: Director of Photography/Assistant Director/Director

Boom Operator: Boom Operators are responsible for placing the microphone in the best position, without impeding camera operation, or hampering actors' freedom to perform. Boom Operators assist the Production Sound Mixer and operate the boom microphone, which is either hand-held on a long arm or dolly mounted (on a moving platform). If radio or clip microphones are required, Boom Operators position them correctly around the set or location, or on actors' clothing. Boom Operators are responsible for positioning microphones so that Sound Mixers can capture the best quality dialogue and sound effects. If this is done well, a great deal of money can be saved by not having to re-record (post-sync) the dialogue at a later stage. Boom Operators are also responsible for all the sound equipment, ensuring that it is in good working order, and carrying out minor repairs where necessary. Boom Operators begin work on the first day of principal photography, after reading the script several times, and familiarizing themselves with the characters and their lines of dialogue. Members of the Sound Department arrive half an hour before call time, in order to unload and set up all the sound equipment.

Reports to/Communicates with: Production Sound Mixer

Set Design:

Production design: Production Designers are major heads of department on film crews, and are responsible for the entire Art Department. Production Designers are usually on set early each morning to view each new set up with the Director, Director of Photography and Standby Art Director, responding to any requests or queries. Subsequently, in the Art Department office Production Designers check on the construction and dressing of other sets, and sign off on sets/locations for the following day's shoot.

Reports to/Communicates with: Director, Director of Photography

Art Director: They facilitate the Production Designer's creative vision for all the locations and sets that eventually give the film its unique visual identity. Art Directors are responsible for the Art Department budget and schedule of work, and help the Production Designer to maximize the money allocated to the department. When the Final Schedule is delivered (detailing the precise order of scenes in which the film will be shot), Art Directors begin the work of overseeing the preparation of the first sets required. Art Directors analyze the script to identify all props or special items that may require longer lead times. During filming, Art Directors continue to oversee the construction, dressing and striking (dismantling) of the remaining sets. After the film wraps (shooting is completed), Art Directors must ensure that all sets are struck and locations cleared, and that all outstanding Art Department bills are paid.

Reports to/Communicates with: Production Designer

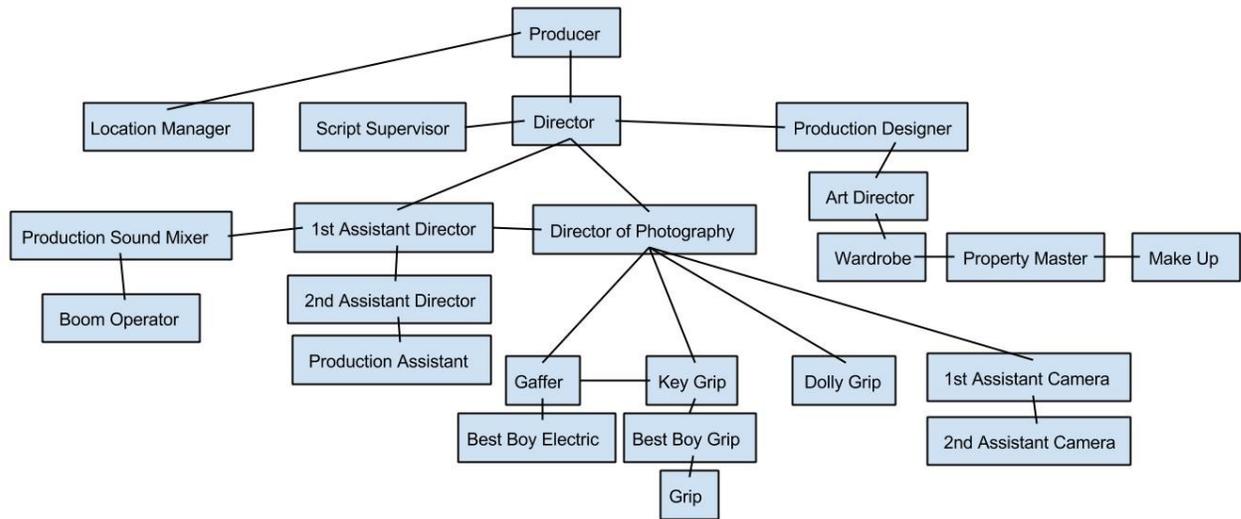
Make-Up: On smaller productions Make-up Artists must be able to negotiate terms with appropriate suppliers and prosthetic makers, provide them with design specifications, and ensure that they deliver to specific deadlines. They discuss color palettes with Production

and Costume Designers. They make appointments for, and if necessary, go with actors to facial hair fittings, prosthetic castings, optician and dental appointments. They ensure that actors are comfortable with their look, note any allergies or sensitivities and report them to appropriately qualified personnel. In all cases, Make-up Artists check whether Actors have any skin conditions in advance, and make sure that any allergies or sensitivities are taken into consideration, and report them to the relevant Head of Department. They apply make-up, affix prosthetics, apply products and use specialized techniques to create specific designs. They work with facial hair and false pieces, such as beards and moustaches. They may also apply special effects make-up, e.g., grazes, cuts and bruises, and bald caps. Make-up Artists usually accompany their performers onto set, and stand by during their scenes, touching up make-up between takes, and ensuring that continuity notes are maintained using digital or polaroid photographs. When the scenes have been shot, Make-up Artists remove performers' make-up. They remove facial hair and small prosthetics, ensuring that they are cleaned and prepared for further use. Make-up Artists may be required to assist with any subsequent publicity shots.

Wardrobe: They organize the transport of costumes to sets or locations. They ensure that all items of equipment, e.g., sewing machines, steamers, irons, etc., are available and in working order, and that costumes are cleaned, ironed and ready for use. They may need to carry out a risk assessment of the workplace, and draw up codes of practice to minimize the possibility of injury to persons working with potentially hazardous machinery or chemicals. During the shoot, Wardrobe Supervisors ensure that all clothes are labeled, and laid out for dressing according to continuity requirements, and that accurate lists are kept of costume accessories such as jeweler. They supervise the maintenance and cleaning of costumes during breaks, and between shooting days. They oversee continuity, keeping up to date with any last minute changes in schedules or scripts. They are responsible for wardrobe on all shooting units. After filming is completed, Wardrobe Supervisors manage the return of hired outfits, and the sale or disposal of any remaining costumes.

Property Master (Props Master): During pre-production Property Masters liaise with Production Designers and Art Directors to break down the script, and to determine what props are required. During the shoot Property Masters ensure that all hand and hero props are in place for the Actors and Standby Props. They also oversee the continuity of props between takes (via the Standby Props), and co-ordinate props storage between shoots or rehearsals. During post-production Property Masters oversee the return of all hired props to their sources, in the appropriate condition, and organize the sale or safe disposal of any other properties.

Here's a helpful Diagram:



Academic Guidelines on Censorship (As of March, 2014)

Academic Freedom and Censorship

In 2001, the Watkins Board of Trustees adopted the statement of academic freedom supported by the American Association of University Professors:

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; But research for pecuniary return should be based on an understanding with the authorities of the institution. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject.

College teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

The Board of Trustees also approved this statement on censorship:

The exercise of First Amendment rights of freedom of expression is one of the most important rights of a citizen. Because of the special role that an artist plays as a conscience, critic, and visionary in society, protection of that freedom is particularly important at a college of art, design, and film. Censorship is not accepted at Watkins College of Art, Design & Film. Instructors are protected from censorship by the institution's statement on academic freedom (see above). Likewise, this statement protects students. The special role of the artist in society, however, also imposes special obligations, particularly on the institution as it protects these freedoms.

It is recognized that art is often controversial and sometimes offensive to some members of society. When exhibiting student or faculty work publicly, it will sometimes be appropriate, as part of the exhibition, to post an advisory statement that some people might find some exhibited works to be offensive in nature. In all cases, a work reflects the views of its creator and not its exhibitor. If a faculty member is in doubt about the propriety of public exhibition of a particular work, the department chair must be consulted. The department chair may elect to bring the work to an ad hoc committee consisting of all department chairs and the VPAA for a final determination on how to appropriately handle a work.

The Film School strives to replicate in its curriculum the conditions of the independent narrative film industry. The standards The Film School upholds, in terms of motion picture content, are based upon public exhibition viability. Motion pictures and screenplays produced as part of the curriculum or in association with Watkins are expected to conform to the content and technical quality standards of film festival, American theatrical, and commercial broadcast media. The ultimate decision concerning individual content rests with the professor and/or The Film School Chair.

Helpful Websites:

Film Festivals:

<http://www.withoutabox.com/>

Gear/Expendables:

<http://www.bhphotovideo.com>

<http://www.thecinacity.com>

<http://www.filmtools.com>

<http://www.lensrentals.com/>

<http://www.tapeonline.com> (Local)

Information/Blogs:

<http://www.theasc.com>

<http://blog.vincentlaforet.com>

<http://www.deakinonline.com>

<http://filmsound.org>

<http://www.fxguide.com>

<http://www.hollywoodreporter.com>

<http://www.kessleru.com/>

<http://www.oscars.org/awards/saa/about.html>

<http://www.slashfilm.com/>

<http://shotonwhat.com/>

<http://variety.com>

<http://www.vfxblog.com>

Jobs:

<http://www.crewnet.com>

<http://mandy.com/> <http://www.media-match.com/usa/>

<http://www.productionhub.com/jobs>

Locations:

http://reelscout.film.tennessee.gov/loc_search.aspx (TN Film Commission)

Payroll:

<http://www.entertainmentpartners.com/home/>

Production Paperwork/Forms:

http://documents.routledge-interactive.s3.amazonaws.com/9780240811505/Supplementary_Material_and_Sample_Forms.zip

Software:

<http://handbrake.fr> (HandBrake)

<http://www.rogueamoeba.com/audiohijack/>

(AudioHighJack)

<http://www.squared5.com> (MPEG STREAMCLIP)

Sound:

<http://designingsound.org> <http://www.freesfx.co.uk>

<http://www.freesound.org>

<http://www.grsites.com/archive/sounds/>

<http://soundbible.com/free-sound-effects-1.html>

<http://www.soundjay.com>

<http://www.soundsnap.com>

Storage/Transfer:

<https://www.dropbox.com/>

<https://www.hightail.com/>

Tutorials/Training: <http://cgi.tutsplus.com/>

<http://nofilmschool.com/>

<http://soundworkscollection.com>

<http://www.videocopilot.net/tutorials/>

<http://www.vfxlearning.com/>

<http://www.fxphd.com/>

Local Rental Houses:

Citation Support Equipment Rental

<http://www.citationsupport.com>

6737 Centennial Boulevard

Nashville, TN 37209

DR&A Equipment Rental

<http://www.griptruck.com>

45 Willow Street

Nashville, TN 37210

(615) 256 - 6200

Trew Audio Sound Rental

<http://www.trewaudio.com>

220 Great Circle Rd, Suite 116

Nashville, TN 37228

(615) 256 - 3542

The Video Company (TVC) Camera Rental

<http://www.rentacamera.com>

1805 Hayes St

Nashville, TN 37203

Phone: (615) 320 - 3200

Watkins Core, Fine Art & Photography
Equipment Checkout and Return Schedule:
Spring 2017

Equipment Return:
Monday: 8-11:30am
Tuesday: 9-11:30am
Wednesday: 9-11:30am
Thursday: 9-11:30am
Friday: 8-11:30am by appointment only****

Equipment Checkout:
Monday: 8-11:30am
Tuesday: 12:30-3pm
Wednesday: 12:30-3pm
Thursday: 9-11:30am
Friday: 8-11:30am by appointment only****

**The Equipment Room will be closed daily from
11:30am to 12:30pm for lunch.**

*****By appointment only does not mean that you simply schedule a Friday pickup or return. In order to schedule an appointment, you must send a separate email to Brandon Flowers at bflowers@watkins.edu requesting an equipment pickup or return on Friday and receive confirmation of said pickup in order for an appointment to have been made.*

The equipment room is open when the college is open and will be closed when the college is closed in accordance with normal operating hours and in observance of all major holidays and snow days. The equipment room may be open for limited hours during class breaks such as Spring & Fall Break. Hours will be posted in advance.

It is the responsibility of the student to operate all equipment and facilities according to the guidelines specified in the Watkins Media Center Policy Manual. Failure to comply with the Watkins Media Center Policies may result in the termination of all equipment checkout privileges.

Watkins Film School
Equipment Checkout and Return Schedule:
Spring 2017

Monday: 8-11:30am - film equipment return

Tuesday: no film equipment services

Wednesday: no film equipment services

Thursday: 12:30-3pm - film equipment pickup

Friday: 8-11:30am - by appointment only****

**The Equipment Room will be closed daily from
11:30am to 12:30pm for lunch.**

*****By appointment only does not mean that you simply schedule a Friday pickup or return. In order to schedule an appointment, you must send a separate email to Brandon Flowers at bflowers@watkins.edu requesting an equipment pickup or return on Friday and receive confirmation of said pickup in order for an appointment to have been made.*

Students should make reservation times for picking up and returning equipment during the Media Center Equipment Room operating hours.

The equipment room is open when the college is open and will be closed when the college is closed in accordance with normal operating hours and in observance of all major holidays and snow days. The equipment room may be open for limited hours during class breaks such as Spring & Fall Break. Hours will be posted in advance.

Students should make reservations times for pick up and return allowing plenty of time to thoroughly inspect equipment for check-out and for inspection by an Equipment Room staff member when returning.

