

CCA MEDIA CENTER POLICIES

Oakland Media Center (510) 594-3731 • San Francisco Media Center (415) 551-9240
Open 8AM to 8PM Monday-Thursday, 8AM to 6PM Friday • Closed Weekends • Summer Hours 9-4
www.technology.cca.edu/mediacenters

ACCESS

- Students who are enrolled in classes for the degree program at CCA may reserve and check out equipment.
- **You must have a CCA ID, a current semester sticker, a library bar code, and have read and signed these Media Center Policies to check out equipment.**
- First priority for equipment and services is given to instruction and academically related projects. Remaining resources are available on a first-come, first-serve basis.
- Keep your Media Center account updated with your current address and phone number.
- Please treat Media Center staff with courtesy. Disrespectful conduct may result in loss of privileges.

OVERNIGHT EQUIPMENT

- The Media Center has a variety of cameras and recording equipment available for overnight checkout.
- We expect you to have a working knowledge of the operation and care of equipment you check out.
- **You are financially responsible for any equipment checked out in your name, including lost, stolen and damaged items. Do not leave your equipment unattended!**
- Use only SONY Mini DV Cassettes in our Mini DV Cameras.
- Do not take any equipment to the beach or expose it to sand, water, or extreme heat.
- We can not guarantee that batteries will be charged when you pick up equipment.

RESERVATIONS / CHECK-OUTS

- To ensure the availability of equipment, make reservations at least one week in advance.
- You may make one reservation per week for each item. (Don't hog!)
- In consideration of others, please let us know if you cannot pick up your reserved equipment. If you habitually miss reservations, you may lose your privileges.
- High demand items (such as digital cameras) cannot be reserved for two consecutive weekends.
- Equipment is available for check out after **12:30PM** on the day of your reservation.
- Equipment is due by **12PM** the next weekday.
- To request a renewal or extension, call the Media Center before your equipment is due. If the equipment is available, you may keep it until 12pm the next day. You may only extend equipment twice.
- **BE PREPARED TO RETURN** all equipment due on Friday or Monday. Due to high demand, we do not grant extensions on these days.
- **Twofer Tuesdays:** Items checked out on Tuesday may be kept until 12PM Thursday if available.
- **Last Call:** Reserved equipment that has not been picked up may be checked out by other students starting at 7:30PM Monday-Thursday and 5:30PM Friday.

FINES

- Equipment that is returned late (after 12PM) will result in a late fee.
- Late fees range from \$1-10 per item each day depending on the value of equipment.
- Equipment returned late on Fridays will result in double fines.
- If you have unpaid fines, you cannot make reservations or check out equipment.
- Loss of check-out privileges may result for patrons who are either habitually overdue or who lose equipment.
- **Any lost or stolen equipment will result in a replacement fee equaling the cost of the item, as determined by the Media Center Manager.**
- Unpaid fees may result in a hold on your student records (preventing registration, etc).
- If you do not clear your hold by paying the fine with the Media Center, CCA may charge your student account.

A/V SUPPORT

- The Media Center has some equipment that is dedicated to class use on campus. Please use the Class Equipment Reservation form to reserve items such as computers and projectors on the SF campus.
- Faculty needing regular access to an A/V cabinet may check out a key for the semester.
- Only Media Center trained individuals may operate the projection booths in Nahl Hall or Timken Hall.
- To reserve Timken Hall or other rooms on the San Francisco campus, contact Luke Turner in Academic Affairs.
- To reserve Nahl Hall on the Oakland campus, contact Schuyler Haines (x3717) or Maggie Simpson (x3664).
- We cannot guarantee the availability of services and equipment requested less than 7 days in advance.
- **The Media Center will hire a technician to provide A/V Services for events that are either non-academic, outside our operating hours, or require dedicated assistance. The sponsoring department will be charged at the rate of \$15 per hour, per technician, with a minimum of four hours. Please ask for a Special Event form.**