

Department of Telecommunications Production Facilities Policies

It is the mission of the Department of Telecommunications to provide adequate resources to all students currently enrolled in a department credit course. These policies were designed with that goal in mind.

As a user, you are responsible for the following policies:

1. Facility hours are posted each semester. The lab has regularly schedule class times, as well as independent time for completing class projects. If the lab is scheduled to close at 11pm, that is the time the lab monitor locks the door, not the time for you to begin clearing your workspace. Please begin wrapping up your workstation 15 minutes before closing. Workstations are programmed to automatically restart a short time after the lab closes. If you are still logged in, your work will be lost.
2. Food and drink are not allowed in any production space.
3. Equipment can only be checked out for projects assigned by instructors in production classes. If you would like to use equipment for a purpose other than an assigned class project, a formal application must be submitted.
4. Equipment check out and check in must be done by the person who signs the rental contract. A valid IU ID card is necessary for every check out. If you come to the lab without your ID card you won't be able to check equipment out.
5. Depending on the course, equipment can be checked out for specific amounts of time. Equipment can also be checked out overnight if it is picked up during the last hour the lab is open and returned at the exact time the lab reopens the next day.
6. If you are late in returning your equipment, you will lose your check out privileges.
7. When returning equipment, make sure everything is clean and neat. For example, cables must be coiled correctly, batteries removed from microphones and equipment cases clean and neatly arranged.
8. Allowing someone who is not in the class to use equipment is grounds for academic misconduct.
9. Falsifying any part of the rental agreement is grounds for academic misconduct.
10. Giving your password for computer use to someone else is grounds for academic misconduct.
11. You are financially responsible for all equipment checked out from the Lab. Broken or lost equipment will be charged to the person who checked the equipment out. Page two of this document lists average cost for replacement of specific equipment.

Contact Ron Osgood (osgoodr@indiana.edu) for additional information.

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Equipment Replacement Cost

Cameras

Canon GL - \$2300
Sony Z1U - \$5000
Canon XLHD - \$8500

Tripods

Miller - \$1100
Bogan - \$500

Lighting Kits

Single light - \$400
Three light - \$1100
Softbox kit - \$1000
Arri Kit - \$2500

Microphones

Sony Lavalier - \$200
AT Shotgun - \$400
Studio mics- starting at \$400

Digital Audio Recorders

Marantz - \$500
Mini Disk Recorders - \$200

Miscellaneous

Camera Battery - \$50-75
Cables - \$15-50
Headphones - \$25