

UD/Art Cage Operation Policies, Spring 2015 edition

UD/Art Cage Operational Policies

University of Delaware, Department of Art

Taylor Hall

Taylor Hall houses the equipment cage, project rooms, and the darkroom. Special use project spaces include the following rooms: Lighting Studio, Copy Stand & Autograph, Sound Recording, Print Finishing, and Darkroom. Access to Project Rooms and equipment use is granted in support of academic pursuits.

Building Hours

Monday – Friday 6 am* - 2 am

Saturday & Sunday 10 am* - 2 am

* Note, 6:00 am (10 am on weekends) is typical, but morning hours may vary according to the hours of the custodial staff.

Equipment Cage

The UD/Art Equipment Cage (aka. the Cage) houses a selection of audio, video, lighting, and photo equipment as well as basic hand tools, and the keys to all project rooms. All equipment and tools are available to Undergraduate students, MFA students, and department faculty for checkout and “In House” use as per the guidelines outlined below. See the addendum for a quick list of cage equipment.

Hours

The hours of operation vary from semester to semester depending on staffing availability and the needs of the classes that are supported by the Cage. Please see <http://sites.udel.edu/art-tech> for up-to-date hours of operation.

Student Access

Undergraduate students must be Art majors or minors, currently enrolled in an Art Department class or working on a Delaware Design Institute project. MFA students check out equipment during open cage hours.

Student Registration

Students must fill out a registration form prior to gaining access to the equipment and spaces. By signing the form, students agree to be bound by the policies outlined in this document. Forms are available to fill out from the cage window.

Lighting Studio, strobe kits, and film lighting kits access

In addition to the registration form, students needing access to the lighting studio, strobe and film lighting kits must attend a lighting demo. There will be three lighting demos given at the start of each semester starting the second week of class. Typically, these will be held on Fridays in the early afternoon. Please see <http://sites.udel.edu/art-tech> for demo scheduling details. In addition, an instructor may schedule a demo for their class.

Equipment Access

Although most equipment is accessible to all students some equipment will require the student to have taken prerequisite classes.

Equipment Checkout

Equipment is handled on a first come first serve basis. Faculty can only reserve equipment in advance for in-class use or class projects where specific equipment is required to complete the assignment.

Equipment can be checked out anytime during open cage hours but must be returned within the first hour of Cage opening on the due date. Failure to return equipment by this time will result in a fine. Equipment may be checked out of house for a period of two days, Friday checkout is three days because the Cage is closed on Sunday.

“IN HOUSE” Use

Equipment can be checked out for use during open cage hours, you must have your school ID, the cage will hold onto your ID while you are using the equipment. IN HOUSE equipment must be returned ten minutes prior to closing. Failure to return equipment by this time will result in a fine.

Project Rooms

Project Room	Summary
Lighting Studio	<ul style="list-style-type: none">• Reservations accepted• Use requires attending a Lighting Studio demo
Copy Stand & Autograph Room	<ul style="list-style-type: none">• Open during Cage hours
Sound Recording Room	<ul style="list-style-type: none">• Reservations accepted• Use for two-hour blocks
Darkroom	<ul style="list-style-type: none">• Restricted to students who are currently enrolled in courses primarily requiring darkroom access and those who have passed competency requirements

Room Checkout/ Reservations

Lighting Studio

The Lighting Studio is available for use during open cage hours and after-hours access. Students must have attended a lighting demo to gain access to the Lighting studio. Prior demo attendees may elect to take the quiz to The lighting studio may be reserved for up to four and half hour blocks of time. Students using the lighting studio must be ready for check-in 30 minutes before the cage closes.

Lighting Studio reservations must be made in person by the student planning to use the room. The student who has made the reservation must be the one to checkout the room. Faculty reservations for in-class use will override student reservations. Faculty reservations for in-class use are confirmed in advance. The cage reserves the right to cancel a student reservation to accommodate class need.

Copy Stand & Autograph Room

The Copy Stand & Autograph room is available for use during open cage hours.

Sound Recording Room:

The Sound Recording room is available for checkout for two-hour blocks of time during open cage hours and after hours access.

B&W Darkroom

The B&W Darkroom is accessible during cage open hours and evening darkroom hours as posted.

After Hours Access for Lighting Studio and Sound Room

After hours space use is during open building hours only. Undergraduate students are not allowed in the building outside of these hours.

Lighting Studio

A student may use the lighting studio after cage open hours until the building closes. A student must be present 30 minutes prior to cage closing to check out a key to use the studio after hours. A student who reserves the studio for after-hours use may not also reserve time during cage hours for the same day.

The student assumes all responsibility for the safety and security of the lighting studio, studio equipment and any student assisting in the use of the lighting studio. The lighting studio and equipment must be cleaned up and put away, keys must be hung on the hanger inside the prop room and the door locked and closed by the time the building closes.

Sound Recording Room

A student may use the Sound Recording room after hours until the building closes. The key to the room will be assigned for after hours use. The student assumes all responsibility for the safety and security of the recording booth, equipment and personal belongings during this period.

Late Fines, Damage/Loss Charges and Loss of Privileges

Late Fines for Checkout Items

Equipment is due by the date and time indicated on the loan slip. Fines are \$15.00 per day. All items recorded on the loan slip must be present at check-in. Even one item missing will still result in a \$15.00 per day fine.

Late Fines for In House Items

Equipment is due back at the cage ten (10) minutes before the Cage closes for that day. Fines are \$15.00 per day. All items recorded on the IN HOUSE sheet must be present at check-in. Even one item missing will still result in a \$15.00 per day fine.

Three Strike policy

Students who accrue three infractions (including but not limited to late equipment returns) in a semester will be banned from **all** Cage related privileges (including but not limited to in-house and equipment borrowing privileges) for the remainder of the semester. The student will be placed on probation for the following semester. If during a probation period a student accrues a single infraction, they will be banned from the cage for the rest of the semester and will be placed on probation for the following semester.

Damage/Loss Charges

If equipment is returned damaged beyond normal wear and tear the student will be charged for the cost of repairing the item. If the equipment is beyond repair the student will be charged the replacement cost of the item. Replacement costs will be charged to the student for any equipment that is lost or stolen while in the student's possession. Any equipment not returned within 15 days after the due date will be considered lost/stolen and full replacement costs will be charged to the student.

Loss of Privileges:

All Cage-related privileges (including but not limited to in-house and equipment borrowing privileges) will be suspended while a student has an outstanding fine. Students incurring more than three fines in a semester will have all privileges suspended for the remainder of the semester. Students who remain in the lighting studio after the building closes will have their Lighting Studio privileges revoked for the remainder of the semester and any future reservations for the semester canceled. Students failing to return the key/check-in Sound Recording Room by the due date and time will have their access revoked for one week from the date of violation.

UD/Art Cage Equipment Summary

The following lists represent a sampling of what is available for borrowing from the Cage.

Video

Canon HV40 HDV Camcorders
Canon GL2 Camcorder
Canon XH-A1s HDV Camcorder
Fluid Head tripods
Poorboy SteadyCam
Firewire cables; 4-6pin, 4-9pin, 6-9pin
Digital Projectors

Audio

4 H4n Zoom Digital Recorders
1 H2 Zoom Digital Recorders
2 Audio-Technica PRO70 Lavalier
Microphones
4 635a Dynamic Omni-directional
Microphones
2 SURE SM58 Cardioid Microphones
2 EV RE50 Dynamic Omni-directional
Microphones
2 RODE Directional Video Condenser
Microphones
Headphones
XLR cables
XLR_MINI adapters

Lighting

Clip lights;
60W & 150W
Hot lights;
Smith Victor 250W & 500W kits
Film lights;
Lowel 500W & 750W Kits
Smith Victor 650W/1000W kit
Strobe lights;
Novatron 240 & V240D kits
Novatron M300 kits
Novatron M500 kit
Light stands
Softboxes
Umbrellas
Diffusors
Snoots/honeycombs
Portable backdrop kit
Portable boom pole

Photo

1 Nikon D50 DSLR camera
Canon & Nikon SLR cameras
SLR Lenses
Light Meters
Grey Cards
Cable releases
Holga cameras
Polaroid DayLab printers
4X5 camera kits
Tripods

Tools

Hammers
Wrenches
Pliers
Drills
Socket sets
Saws
Extension cords
Rulers
Hot glue guns
Hair dryers