TECHNICAL SUPPORT SERVICES

PHOTO LAB EQUIPMENT AND CHECKOUT POLICY

STUDENT CHECKOUT POLICY

The Photo Lab manages the lending of equipment to students using the **WebCheckout** system. All students are automatically assigned an account in the system when they register each semester. Currently enrolled students, with a valid Otis ID, and a completed **Checkout Agreement Form** may borrow equipment from any of the designated WebCheckout Centers during open hours. The Checkout Agreement outlines the terms and conditions of the transaction as well as the students responsibility while using the equipment. Students are responsible for all fees, repairs, and/or replacement costs assessed on equipment borrowed under their WebCheckout account (see Equipment, below).

CHECKOUT PERIODS

Photo Lab equipment may be checked-out and returned according to the following schedule:

Mon – Thurs: Equipment is due back the next day by 4pm
Fri – Sat: Equipment is due back the following Monday by 4pm
(During closures, equipment is due back the next open weekday by 4pm)

Equipment is due promptly; **Late Fees** begin to accrue as soon as the equipment is past due in the system.

RESERVATIONS

Reservations are permitted for all photo lab equipment. Reservations may be placed two weeks in advance. Equipment availability is limited and reservations are handled on a first come, first serve basis. Students may reserve equipment by speaking directly with a Photo Lab tech at the 6th floor checkout crib, or by telephone at **310-665-6971**. Students are responsible for notifying the Photo Lab if they are unable to pick up their equipment as scheduled. Reservations will be released if a student has not arrived within 30 minutes of their scheduled pick up time.

RENEWALS

Equipment may be renewed in person or by phone for additional checkout periods unless it has been reserved by another student under the reservation guidelines.

EQUIPMENT USE

The Photo Lab equipment inventory is regularly maintained and considered to be in working order. Students are responsible for inspecting equipment before they leave the lab. If any missing or damaged items are found, the student must notify the technician on duty and make note of the condition in the system. Access to some equipment is only granted to students in upper level advanced courses after proficiency using the equipment has been demonstrated to a lab technician.

All equipment needed to process film and produce prints or scans should only be used within the Photo Department and returned to the Crib the same day before the crib closes. The equipment is to be used in accordance with the proper operating procedures outlined in the user documentation. The Photo Lab and Technical Support Services are not responsible for any data left on cameras, memory cards, or other devices. Students are responsible for backing up all and removing all data before returning equipment.

Students who abuse checkout privileges may be forbidden to check out equipment or use the facilities.

EQUIPMENT ACCESS TIERS

All enrolled Otis students
    35mm SLR cameras
    Portable Strobe Kits*
    Speedlight Flash Units
    Pocket Wizards*
    Light Meters
    Tripods
    Canon Rebel Digital Cameras & Rebel Series Digital Lenses
    Hot Lights & Light Stands
    Wacom Tablets

Students enrolled in Photo I or above
    All of the above equipment
    Darkroom Equipment
    Film Developing Equipment
    4x5 Monorail Cameras*
    4x5 Field Cameras*
    6x4.5 Cameras*
    6x7 Cameras*
    6x6 Cameras*
    Epson Scanner Film Holders

Students enrolled in Photo II or above
    All of the above equipment
    Digital Hasselblad for Studio use only*
    8x10 Camera for Studio use only*
    Flextight Scanner film holders*
    Canon 5D MK II & III Digital Cameras*

Fine Arts Juniors and Seniors
    All of the above equipment
    Canon 5D MK II & III Digital Cameras*

Students may check out only after proving competence with equipment or upon completion of a demo from a lab tech.

REPAIR AND REPLACEMENT

Revised 4/24/13

Students are expected to return the equipment clean and in working order, and are responsible for all repairs or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by the service center, the borrower may elect to replace the equipment or pay its fair market replacement value as determined by recent *Sold* listings on eBay or Amazon marketplace. Replacements must be the same model and in equal or better condition than the original.

LATE FEES AND HOLDS
Fees begin to accrue as soon as the equipment is past due in the system. All Photo Lab equipment accrues a late fee of **$5 per day per item**.* A printed invoice will be provided from the WebCheckout System and payments may be made at the Business Office in Ahmanson Hall, Room 218. Holds on accounts will be removed once proof of payment has been provided to the Photo Lab.

Camera and Lighting kits will be treated as a singular item.

A **Checkout Hold** is automatically placed on the student's account once any equipment is overdue in the system. A Checkout Hold will prevent the student from borrowing equipment from any of the college's WebCheckout Centers. If any equipment is not returned, replaced, or repaired within 30 days of the original due date or by the last class meeting of the semester, a **Student Accounts Hold** is placed. When a hold is sent to the **Office of Student Accounts**, per the Student Enrollment Agreement, all grades, transcripts, and future enrollment may be withheld until the account for the current semester is paid in full. Please contact the Office of Student Accounts in Ahmanson Hall, Room 209 for questions regarding individual accounts.

_____

CONTINUING EDUCATION, PRE-COLLEGE & SUMMER OF ART STUDENT ACCESS
The Photo Lab manages the lending of equipment to Continuing Education (CE), Pre-College, and Summer of Art students using the **WebCheckout** system. Currently enrolled CE, Pre-College, and Summer of Art students, with a valid Otis ID, and a completed **Checkout Agreement Form** may reserve and checkout equipment following the procedures outlined in the preceding student policy. The "Checkout Agreement" outlines the terms and conditions of the transaction as well as the borrower's responsibility while using the equipment. The borrower is accountable for all costs attributed to the repair or replacement of equipment used under their WebCheckout account.

CHECKOUT PERIODS
CE, Pre-College, and Summer of Art students have access only to equipment pertaining directly to their specific coursework during the term in which they are enrolled and have been properly trained to operate. All equipment checked out to CE students is due back the **same day** that it was checked out, before the lab closes.

REPAIR AND REPLACEMENT
The borrower is expected to return the equipment clean and in working order, and is responsible for all repairs or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by a service center, the borrower may opt to replace the equipment or pay fair market replacement value as determined by

recent *Sold* listings on eBay or Amazon marketplace. The replacement equipment must be the same model and condition, or newer equivalent.

_____

FACULTY AND STAFF CHECKOUT POLICY

The Photo Lab manages the lending of equipment to faculty and staff (borrowers) using the **WebCheckout** system. Currently employed faculty and staff with a valid Otis ID and a completed **Checkout Agreement Form** may reserve and checkout equipment following the procedures outlined in the preceding student policy. The "Checkout Agreement" outlines the terms and conditions of the transaction as well as the borrower's responsibility while using the equipment. The borrower is responsible for all costs attributed to the repair or replacement of equipment used under their WebCheckout account.

Enrolled students working on class assignments have priority for use of equipment/facilities over faculty and staff working on personal projects. Faculty and staff found to have checked out equipment or reserved facilities for another person in order to offer access to a person not authorized by TSS will have their access revoked. TSS reserves the right to deny access of the facilities and/or equipment to any person who fails to abide by the above rules or whose actions compromise the safety of others or disrupts the communal use of the facilities or equipment.

REPAIR AND REPLACEMENT

The borrower is expected to return the equipment clean and in working order, and is responsible for all repairs or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by a service center, the borrower may opt to replace the equipment or pay fair market replacement value as determined by recent *Sold* listings on eBay or Amazon marketplace. The replacement equipment must be the same model and condition, or newer equivalent. A printed invoice will be provided from the WebCheckout system and payments may be made at the Business Office in Ahmanson Hall, Room 218.

HOLDS AND RECOURSE

Once any equipment is past due in accordance with the checkout time periods, a **Checkout Hold** is automatically placed on the borrower's account. A Checkout Hold will prevent the patron from making reservations or borrowing equipment at any of the college's WebCheckout Centers. If any equipment is not returned, replaced, or repaired within 30 days of the original due date, the account will be considered **Delinquent**.* Faculty account delinquencies will be forwarded to the Provost's Office, and non-Academic Affairs Staff delinquencies will be referred to Human Resources. Non-payment of repair or replacement charges will be noted in the context of annual Performance Evaluations.

It is not within the Photo Lab's purview to make exceptions to College checkout policies; Faculty may direct their concerns to the Provost's Office, and Staff to Human Resources, should the need arise.