

WCC JOURNALISM LAB ACCESS POLICY AND PROCEDURES

I. General Policies and Procedures

1. The purpose of the WCC Journalism lab is to provide media equipment for courses and assigned student projects in the following classes:

JOUR 150: Media and Society

JOUR 250: Media Writing

JOUR 270: Introduction to Multimedia Storytelling (* highest priority)

JOUR 285V: Newspaper Lab

Lab equipment can only be operated/used by students enrolled in WCC Journalism classes for assigned class projects. Students checking out equipment may not use it or loan it for any other production including personal uses, unless otherwise approved by WCC journalism instructor Kimberlee Bassford.

2. Students borrowing equipment must have read/signed and abide by all WCC Journalism policies and procedures in addition to being familiar with proper equipment use and safety measures.
3. For equipment that requires certification such as cameras, only students who pass the certification test will be allowed to borrow that equipment.
4. In order for students to continue to benefit from using lab equipment, students will return the equipment in the same condition as received.
5. All lab equipment is for use on the island of O‘ahu only. Use of equipment on neighbor islands or out of state must be approved by WCC journalism instructor Kimberlee Bassford.
6. Any individual may be denied use of lab equipment and/or access to its facilities at any time if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is hazardous or disturbing to others occurs. Non-authorized use of lab equipment will result in failure of the class and monetary restitution.
7. WCC journalism instructor Kimberlee Bassford shall make final decisions regarding any schedule conflicts, equipment use, lab use, hours of operation, etc.

II. Reserving Equipment

1. Reservations for equipment must be made at least 24 hours in advance by email to journalism instructor Kimberlee Bassford (kbassfor@hawaii.edu). Service may be refused to student(s) if reservations are not made 24 hours in advance.

2. All reservations will be honored subject to class priority, with students in JOUR 270: Introduction to Multimedia Storytelling having the highest priority.
3. Any equipment requiring certification may not be reserved until student has been certified for that specific piece of equipment.

III. Check-in and Check-out

1. Student(s) checking out lab equipment must inspect the equipment to verify that the equipment is operational and note on the checkout sheet any damage that the equipment has already sustained. The student(s) and the staff member will then sign the checkout sheet for mutual agreement of the condition of the equipment. Should, for any reason, the student(s) take the equipment from the lab without verifying the operation of the equipment, they will be held wholly responsible for any damage and operational defects to the equipment.
2. **TIMES:** Equipment will be available for checkout between 9 a.m. and 1:30 p.m. Monday through Thursday.
3. **WEEKDAYS:** Standard checkouts are for a period of one or two nights depending on the day of the week. If you check out a piece of equipment on Monday afternoon, it must be returned Wednesday morning. Tuesday or Wednesday checkouts must be returned Thursday morning.
4. **WEEKENDS:** Equipment checked out on Thursday **MUST BE RETURNED MONDAY MORNING.**

IV. Canceling Reservations

1. No equipment will be held if a student does not pick up the reserved item at the designated time.
2. If a student is unable to pick up equipment he/she must contact Kimberlee Bassford by email no later than 15 minutes prior to the reserved time to cancel the reservation. In the event that the student fails to pick up reserved equipment and/or doesn't cancel the reservation, the student will be penalized one mark.

V. Equipment Safety Principles

1. **NEVER FORCE ANYTHING.** If something you are attempting to do requires any amount of excessive force, **STOP** and review your methods.
2. **NEVER OVER TIGHTEN.** This may cause the stripping of threads and/or the use of excessive force can damage the equipment. (See Golden Rule #1)
3. **NEVER LEAVE EQUIPMENT UNATTENDED.** Camera and other video equipment

are prime targets for theft.

4. NEVER LEAVE EQUIPMENT EXPOSED TO ANY HEAT SOURCE. This includes never leaving the equipment in the trunk of a car.
5. NEVER TAKE EQUIPMENT TO THE BEACH OR NEAR SHORELINES unless approved ahead of time by Kimberlee Bassford. Sand and salt air/spray can clog and damage the sensitive equipment.
6. NEVER USE THE EQUIPMENT IN "RISKY" ENVIRONMENTS. "Risky" locations are defined as, but not limited to any time of airborne devices or locations including airplanes, helicopters, skateboards, motorcycles, rollerblades, etc., night time shoots in low lit and/or unsafe areas, and "remote" areas which require transport of equipment over rough terrain Final determination of "risky" environments shall be at the sole discretion of Kimberlee Bassford.
7. CLEAN THE LENS AND VIEWFINDER ONLY WITH THE SUPPLIED CLOTH. There is a high probability of scratching and permanently damaging the lens without the proper cleaning materials.
8. NEVER AIM THE CAMERA'S VIEWFINDER, LCD SCREEN or LENS DIRECTLY AT A STRONG LIGHT SOURCE or LASER. This includes the sun, the reflection from the sun off an object, a strong lamp, or other lighting element(s).
9. NEVER POINT A LASER INTO THE LENS OR POINT THE LENS INTO DIRECT SUNLIGHT! This will damage the SENSOR CHIP.
10. NEVER PLACE THE CAMERA NEAR A MAGNETIC FIELD! The magnetic field will erase your media and damage the camera.
11. ALWAYS PUT MISC. EQUIPMENT SUCH AS LENS CAPS, STRAPS, ETC. IN THE CAMERA BAG. It is too easy to lose or forget such items.
12. NEVER STORE CAMERA IN THE CASE WITH THE BATTERY and CARDS INSERTED! Battery will lose its charge and shorten its useable life! The card can become corrupted.

V. Penalties

MISUSE AND ABUSE

Any individual, at any time, may be denied use of lab equipment and/or access to facilities if any misuse or abuse of any equipment, reservation privileges, equipment use policies, improper conduct or behavior which is otherwise hazardous or disturbing to others occurs. In order for students to continue to benefit from using lab equipment, we ask students to return the equipment in the same condition as received.

PENALTY PROCEDURE

Students will receive ONE MARK each time a reservation is neither utilized nor canceled, when equipment is returned late or when equipment is checked in improperly. Upon receiving TWO MARKS, the student will lose his/her reservation privileges. Upon receiving THREE MARKS, the student will lose his/her lab privileges (use of equipment) and/or the student will be referred to the Vice Chancellor for Student Affairs for investigation under the student conduct code.

LIABILITIES

Students are liable for lost or damaged equipment. Failure to pay for repair or replacement of lost or damaged equipment in an expeditious manner can result in legal action, failing the class and referral to the Vice Chancellor for Student Affairs for investigation under the student conduct code. In some cases, a hold will be placed on your account that will prevent you from registering or receiving transcripts until restitution is made.

In signing for equipment, you acknowledge that each piece is fully functional and in good condition. For your own protection, check each piece and make sure it is noted correctly on the checkout sheet. If a piece is slightly damaged but functioning and you choose to take it out, note this on your checkout sheet.

For group checkouts: should the equipment be lost, stolen or damaged, the charges will be divided amongst all members of the crew that are enrolled in the course, unless it can be proven that only one crewmember is solely responsible.