

PHOTOGRAPHY AREA EQUIPMENT AND LAB USE POLICIES AND PROCEDURES

The Photography Main Lab and Equipment Cage is located in room 345 of the Fine Arts building. The Cage provides equipment loan services to all students enrolled in photography courses. Although there is no charge for the use of University-owned equipment, students are expected to treat any equipment entrusted to them with the utmost responsibility and care. This policy extends to the equipment in labs to which students have access. Other than normally expected wear and tear, the student will be held responsible for any lost or damaged equipment. Students are expected to be aware of the replacement value of any piece of equipment, which they choose to checkout.

Students must be currently enrolled in a Visual Arts Photography class with a validated ID card and proof of enrollment to use the labs, check out equipment or studio keys. Students must also have a phone number where they can be reached in an emergency. Visual Arts majors not enrolled in Photography classes may pay the Lab Fee and use the Photo Lab but are not allowed to check out equipment from the Photo Cage.

All equipment for all classes will be signed out and signed in at the Cage, FA 345. Certain labs are available for advanced student use at the discretion of the Photography Cage Staff Manager. All equipment or keys must be checked in or out during regular Cage hours of operation. These hours are posted on the main lab door. It is the student's responsibility to schedule his/her time accordingly.

A full list of policies is posted outside the Photo Cage in the classroom and on the Photo Area blog at umbcphoto.wordpress.com. All students are responsible for reading and understanding these policies.

PHOTOGRAPHY LAB HOURS FALL 2017

Mon - Thu 9 am - 8 pm, Fri 9 am - 4 pm, Sun 12 pm - 7 pm

EQUIPMENT CAGE HOURS FALL 2017

Monday thru Thursday 9 am - 6 pm
Friday 10 am - 4 pm
Sunday 12 - 7 pm * Cage hours subject to change *

Please note: As students, lab assistants may be arriving to work from a class. All effort will be made to arrive on time, please realize that extenuating circumstances sometimes arise causing the cage to open a few minutes late.

The lab assistant that closes the computer labs and darkrooms at 8pm does not have access to the photo cage.

Check the Photo Blog at umbcphoto.wordpress.com for updates

On-line equipment reserves <https://umbc.webcheckout.net>

IMPORTANT NUMBERS	
Photo Cage Phone Number	410.455.3112
Photo Cage Manager, Melissa Cormier	410-455-6587 / melico1@umbc.edu
Photo & Print Lab Manager, Chris Peregoy	410 455-2141 / peregoy@umbc.edu

CAGE POLICIES AND PROCEDURES

The following consists of Cage policies and procedures, which each student should read carefully and be aware of. Please print out and sign the last page of this form and bring it to the cage after you have read through this. Hold on to these policies for reference during the semester.

I. Photo Lab Fee

- A. A lab fee is assessed for all students enrolled in Photography courses and is added to their bill through the bursar's office. The fee covers the supplies that are used in common in the lab.
1. Students will receive a lab fee number for the semester.
 2. Students who have taken photography courses, but are not presently enrolled in one for the semester, may pay the lab fee and use the darkrooms but can only check out equipment with permission from the photography lab manager.
 3. Any student working in the labs may be required to produce their campus ID with lab fee number if asked by the Cage worker.
 4. Visual Arts alumni may purchase a lab fee number for twice the current fee, which will allow them access to the darkrooms and computer lab. This does not allow them to check out equipment or use the studio.

The Photo Lab Fee is collected through the photo cage. Lab fees are payable only through the UMBC Campus Card. Add money to your card through the kiosk next to the CommCenter or do it on-line at myUMBC> Business Services> Manage Campus Card. Alumni may use a guest card if their campus card is out of date.

II. Photo Area Inkjet Printers

- A. The Photo Area inkjet printers are only to be used by students in photo classes, students who have paid a lab fee and alumni who have paid an alumni fee. Any student using an inkjet printer may be required to produce their campus ID with lab number if asked by the Cage worker.
1. The wide format Epson printers in FA 348 are for the use of students in Art 361 or above. All those using this lab must be enrolled in a photo class or have paid their lab fee.
 2. The printers in FA 348 are under an honor system. Prints must be recorded and paid for at the end of each week. The fee is \$2 per print. This fee covers the ink that the printer uses. Failure to follow the system will result in increased lab fees and other consequences. It is the student's responsibility to make sure the correct settings have been set and that the printer is clean before they release their job to be printed. **Under no circumstance should a power clean be performed on these printers.** Please report to the lab supervisor if the head is still clogged after 3 head cleanings.
 3. Any student found tampering with the printers will be evicted from the lab and banned for the remainder of the semester.

III. Loan of Equipment

- A. When equipment is checked out, students will fill out a contract describing the equipment being borrowed, with their printed name, phone number and signature.
- B. Advanced equipment will become available to students only as they advance through the program's course levels. Do not attempt to sign-out equipment that your instructor has not yet cleared you for.
- C. You are fully responsible for all equipment checked out through the action of your signature. It is understood that all such equipment shall be returned to the Cage in the same proper working condition as it was issued. Take the time to check your equipment before you leave the Cage area.
1. It is your responsibility to accept **only** equipment in proper working condition from the Cage. Check the contents of your checkout against the contract.
 2. Should any equipment become faulty for any reason, while in the student's charge, absolutely no attempt will be made by the student (or anyone else) to repair it prior to its immediate return to the Cage.

3. Under no circumstances should any equipment in your charge be loaned to any other person. All equipment transfers must be handled through the Cage, even to the next user in line. (You may wind up paying extensively for someone else's carelessness).
 4. Use of loaned equipment for anything other than course-related projects or supplying equipment to individuals who do not have authorization is a severe breach of policy.
- D. There is a **five (\$5) dollar late fee per day**, per major item (camera, tripods, and light kits) for all checkouts, which exceed the due date. Extenuating circumstances will be considered only if the Cage is notified before the equipment is past due. Phone calls to the Cage should be made during Cage hours.
- E. You will not be allowed to check out equipment or keys until a late fine has been paid. After 30 days, amounts owed to the Photo Cage are transferred to the UMBC Bursar's Office and an additional \$50.00 service charge is assessed at that time. These payments can be made in person to the Cashier, 3rd Floor, Administration. Once your fine has been transferred to the University Bursar's Office it is no longer payable at the Photo Cage.
- F. Equipment sign-out privileges may be revoked at any time due to careless handling of equipment, repeated lateness or abuse of Cage policy.

IV. Terms of Equipment Loan:

- A. All equipment may be signed out for a maximum of three (3) days during the week or over a weekend for Friday checkouts. Renewal is an option only if there are no other intervening reserves on the equipment. Phone renewals are allowed but only after talking to cage personnel and receiving an email confirmation with the new return date/time. **Only 1 renewal is allowed.** After a renewal has been used the equipment type must return and remain in the cage for 24 hours before the student can borrow equipment of this type again. At heavy use times, some equipment may have shorter loan durations without the possibility of renewals for 24 hours. When this happens, faculty will be notified and an announcement will be made on umbcphoto.wordpress.com.
- B. Equipment loans starting on Thursdays may be allowed to return on Monday but the borrower forfeits renewal privileges. If you want to take advantage of this please let the cage staff know before completing your loan.
- C. Extended loans of equipment or keys will be allowed only with special permission from the lab manager and the student's instructor. Special reservations policies will be in effect for Thanksgiving and Spring Break. Announcements will be made on our wordpress site and through your instructors.

V. Lab/Key Reservations:

- A. Special advanced printing and processing labs and studios are available for use by students according to their advancement in the Visual Arts Program.
1. Keys checked out to students must be returned before the Photo lab opens for the next day of operation.
 2. There is a **five (5) dollar late fee per day, per key**. You will not be allowed to check out equipment or keys until late fees are paid.
 3. The student must reserve the specific time of day he/she will be using the room.
 4. There is **absolutely no passing of keys or trading off of keys. Only student with keys may use the lab.**
 5. Reservations are limited to two 8 hour blocks for the studio.
 6. No-shows are considered an abuse of policy. The sign-up will be considered void if the student does not show up within 30 minutes.
 7. Reporting, and responsibility for any problems, damage or unacceptable messes are required for all work areas.
 8. **Cleanliness of the work areas during and after the student has finished work is the responsibility of that student. A push broom and dustpan is available in the studio, please use it after each studio session. Photo chemistry spills should be cleaned up immediately. Spills on the floor should be handled as best as possible and reported to the Cage to avoid a dangerous, slippery condition.**
 9. Additional cleaning materials can be obtained at the Cage when needed.
 10. There is a \$50.00 fine for rekeying if a key is lost while in the student's charge.
 12. Storing personal projects and materials in labs is not recommended and the Cage cannot be held responsible for loss of personal items.

VI. Penalties

Late equipment returns are fined and responsibility for lost, damaged, or stolen equipment or keys are outlined above. Other infractions of policy incur other penalties as outlines below:

Any abuse or disregard for the above policy will result in suspension of the use of the Visual Arts Photography facilities for the rest of the semester.

Access may be reinstated the following semester through formal application to the Visual Arts faculty and the Photography Lab Manager.

Repeated late equipment or key returns or repeated no-shows for reservations of labs will result in the following actions:

First infraction	First warning
Second infraction	Loss of sign-out privileges for weekends for two weeks
Third infraction	Loss of sign-out privileges for two weeks
Fourth infraction	Loss of sign-out privileges for the rest of the semester

VII. Other Information

- Holidays** The Photo lab may be closed during certain holidays and in-semester breaks. Notice will be posted when darkroom or cage hours are affected.
- Lockers** Use of the Photo area lockers is a privilege. Your own pad lock reserves your locker but you must also sign an agreement and registration form in the Photo Cage and provide contact information. It is recommended that students not store valuables in these lockers. The Visual Arts department & UMBC cannot be held responsible for lost, stolen, or damaged personal property. Lockers are to be used at a student's own risk. By registering a locker, students agree to remove and clean out their lockers by the date indicated or the locker will be vacated and contents destroyed. The photo area is not responsible for lost or missing items, either before or after a locker is cleared. Lockers must be cleared by December 19, 2016
- Safety** Food or drinks are not allowed in any of the labs in the Photography area. Consuming food or drinks in labs can pose a serious health risk from chemical contamination.
- Please do not leave your belongings unattended. Thefts have occurred every semester from classrooms and labs. Report any theft to the UMBC Police at 410 455-5555
- Closings** In the even of campus closing due to inclement weather, cage checkout return dates are pushed until normal campus activities resume, unless other arrangements are made by contacting the cage.