

BROADCAST EQUIPMENT CHECKOUT POLICY

Equipment checkout is limited to Department of Broadcasting faculty and Broadcasting students who are currently enrolled in a broadcasting class that has equipment-based assignments.

PLEASE REMEMBER: YOU MUST BE WEARING A CURRENT DEPARTMENT OF BROADCASTING OR WIUTV3 SPORTS SHIRT WHEN YOU CHECK OUT EQUIPMENT.

Student Responsibilities

1. Your instructor will notify the engineer that you have permission to check out broadcasting equipment to complete the assignments given in class. (If your instructor does not notify the engineer, in writing, that you have permission to check out equipment for a specific class, you will not be allowed to check out equipment.) However, you are responsible for all equipment and pieces thereof that you check out. **YOU MUST SHOW YOUR WIU I.D. TO CHECK-OUT EQUIPMENT.** When you sign for equipment, you are acknowledging that it is fully functioning, undamaged, and that all parts/accessories are there. You are required to thoroughly inspect each piece of equipment. Call to the attention of the engineer any defects, dents, dings, missing parts, missing equipment, etc. and ensure these are noted on the checkout sheet. If you do **NOT** check equipment **BEFORE** you leave, and it is broken or missing upon return, you are responsible for the damage or missing piece.
2. Equipment checkout is handled by the chief broadcasting engineer. The back up is the department secretary or department chair. **Please do not ask faculty to check out equipment to you, for any reason.** If the engineer, secretary, and chair are out of the building at the same time, checkout responsibilities will be delegated by the department chair.
3. Equipment should be safeguarded at all times. No equipment may be left or stored in an unattended vehicle for any reason. The Department of Broadcasting considers the storage of broadcasting equipment in any vehicle an unnecessary risk.
4. Do not check out equipment you do not know how to use. You should be qualified to use equipment before it is checked out to you, or ask your instructor for additional training **BEFORE** you check out equipment.
5. When you return your equipment the engineer will inspect it carefully and call to your attention any suspected damage or missing parts. All equipment that is checked out will be inspected upon return whether you used it or not.
6. You are to be present during your check-in. This is your only opportunity to witness how your equipment is inspected and tested, to explain damages or missing items, and to ask questions.
7. Return all equipment the way you received it. Cables and wires should be neatly coiled and wrapped. Grass and dirt/mud should be cleaned off of the equipment. You will be asked to clean or coil equipment that is not in acceptable condition during your check in.
8. In the case of damaged equipment, Tom Durso will determine if the damage is a result of normal wear and tear. His decision is final.

Checking Out Equipment

Equipment checkout is available Monday through Friday, 8:00 a.m. to 4:00 p.m. No equipment will be checked out after 4:00 p.m. No exceptions. If you need equipment overnight, check out times are Monday through Friday, 3:30 p.m. – 4:00 p.m.

ENG EQUIPMENT

ENG equipment may not be checked out for more than three hours per day. ENG equipment may be checked out overnight, but must be returned by 8:30 a.m. the following morning. Equipment checked out on Friday afternoon must be returned by 8:30 a.m. the following Monday. **(ANY EXCEPTIONS TO THIS POLICY MUST BE APPROVED BY YOUR INSTRUCTOR AND YOUR INSTRUCTOR MUST COMPLETE A CHECKOUT EXCEPTION FORM AND TURN IT IN TO THE ENGINEER.)**

MINI-DISC RECORDERS

Mini-disc recorders may be checked out Monday through Thursday for a maximum of 24 hours. Mini-disc recorders checked out on Friday must be returned by 8:30 a.m. the following Monday. If a student needs a mini-disc recorder longer than 24 hours, the student must bring in the mini-disc recorder and all accessories and check-out the equipment for another 24 hour period. This must be done in person and all equipment must be presented to the engineer for inspection. Students may recheck the equipment one time for a total of 48 hours per week.

EXTERNAL HARD DRIVES

The department's external hard drives are available only to BC 223 students for the first eight weeks of each semester. At mid-term external hard drives are available to all broadcasting students for assignments in broadcasting classes. Hard drives may not be checked out overnight or over the weekend. Hard drives are not to be taken from the third floor of Sallee for any reason.

DIGITAL CAMERAS

The department's digital still cameras are available only to BC 420 students OR by special permission of Broadcasting faculty. Special permission requires a signed exception sheet. Cameras checked out before noon must be returned the same day by 4 p.m. Cameras checked out after 12 noon must be returned by 8:30 the following morning. Cameras may only be checked out for the weekend with a signed exception sheet from the instructor.

SOUND EFFECTS/MUSIC DISCS

Sound effects discs and music discs may be checked out for a maximum of two hours. A maximum of three discs may be checked out at one time. No discs may be checked out overnight or for a weekend. Discs used during evening lab hours must be returned to the faculty member or student worker supervising the labs. Students checking out sound effects/music discs do not have to wear a Broadcasting shirt in order to check out these items.

Penalties for Late or Lost Equipment

1. Be on time for your checkout and check-in. The engineer will not check out equipment to you after 4:00 p.m. each afternoon. The engineer leaves each afternoon at 4:30. If you are late checking out equipment, no equipment will be checked out to you that day. Please do not ask a faculty member or other staff member to break the rules. If you are more than 30 minutes late returning equipment, you forfeit use of all broadcasting equipment for seven days.
2. If you lose equipment (including discs), you will be given 48 hours to locate the missing equipment. If the equipment is not located, you forfeit use of all broadcasting equipment for the remainder of the semester. And the matter will be turned over to the Office of Public Safety.

Additional Rules/Information

1. Remember you must check out your own equipment. And you must check in your own equipment. Please do not give equipment to another student to return for you. If you fail to return the equipment and ask a friend or partner to return it for you, you and your friend or partner forfeit use of the equipment for seven days. For example, if two students check out equipment, then those two students need to check in the equipment. No person may check out equipment for another person. If you are working on a group project, all members of the group must sign out the equipment. And all members of the group must check in the equipment. And all members of the group must be working a current Department of Broadcasting or wiutv3 sports shirt.
2. Please do not call faculty, staff or the engineer at home and ask one of them to come at night or on the weekend to check out equipment. Everyone deserves to enjoy their off-time. Any student who calls any broadcasting personnel during off-hours will forfeit use of the equipment for seven days.
3. Remember student workers are supervising the labs in the evenings. (Days and times will vary by semester.) You are welcome and encouraged to turn in equipment to the

student workers when using equipment in the evening. Then you do not have to return equipment at 8:30 the next morning.

EQUIPMENT USED BY BROADCASTING CLASSES

BC 222

BC 223

Sony ENG Camera
Miller Tripod
Lighting Kit
3-Batteries

BC 224

BC 322

ENG Camera
Tripod
Lighting Kit
Batteries

BC 324

ENG Camera
Tripod
Lighting Kit
Batteries

BC 327

BC 360/365—determined by the supervising faculty member.

BC 418—determined by the supervising faculty member.

BC 420

BC 422

ENG Camera
Tripod
Lighting Kit
Batteries

BC 426

Sports Beats

Sony ENG Camera
Miller Tripod
Lighting Kit
3-Batteries
Radio Remote set-up

Away Games

Two Announcer Setup
3—Shure mic headsets
JK Audio remote mixer
XLR mic cable with “wye” connector
Sony ENG camera with 5’ monitor and case
Sony CMA-8, AC power supply and extension cord
Sony ENG camera, batteries and charger (for sideline camera, if
necessary)
Miller tripod

BC 427

Portable mini-disc recorder, microphone, battery and charger

BC 428

Sony ENG Camera
Miller Tripod
Lighting Kit
3-Batteries

BC 430

Sony ENG Camera
Miller Tripod
Lighting Kit
3-Batteries