

## **Field Equipment Checkout Guidelines**

Revised 1/8/03

*In accordance with Access Rules and Procedures, these guidelines have been developed to enhance and permit coordination of the multiple requests for use of BNN field production equipment at CityPlace and the Access Studio at the Mall of Roxbury. All field equipment users must agree to adhere to the terms of both Access Rules and Procedures and these guidelines. Any variances from these guidelines must be approved in advance by the Access Director. BNN members are invited to contact the Access Director with any comments or questions regarding these guidelines or their implementation.*

- 1) To reserve any field equipment, the requester must be a current access member, must be certified to use each requested item, and must have a current, approved Project in Facil with an “end date” later than the booking. Only the project producer may schedule checkouts. (Contact the Access Director before scheduling if there are any questions as to eligibility.)
- 2) Reservations must be made by speaking directly with an Equipment Coordinator during designated scheduling hours. No reservations will be made from notes, voicemail, or any other messages. Reservations may be made from either facility for either facility, but equipment must be picked up and returned at the same facility. All scheduling of equipment and facilities must be done as far in advance as possible. Last-minute scheduling may be possible at the discretion of staff, providing there is no conflict with other duties.
- 3) All checkouts should be made for the shortest duration possible. The maximum duration of any checkout is 72 hours. There must be at least 3 hours between a return and subsequent checkout to allow the Equipment Coordinator(s) time to check and test equipment for the next user, charge batteries, etc.
- 4) Producers may have no more than two reservations of field equipment scheduled at one time. Use of one camcorder (any type) is considered one reservation. A second camcorder may be added, but it counts as a second reservation. The producer must provide at the time of scheduling the name of the certified access member who will operate the second camcorder. No future reservations, beyond the two-camera checkout, may be scheduled until the items are checked in. Only one of the camcorders may be a Sony PD150. (Booking of two TRV950’s, or one of each digital model, is OK.)
- 5) Equipment may be checked out and returned only by the producer, except when a prior arrangement has been made with an Equipment Coordinator and approved by the Access Director. The producer is liable for all equipment checked out for her/his project, from the time it is picked up until it is returned. A producer under 18 may check out equipment, providing that an adult parent or guardian has signed an agreement assuming liability for equipment loss or damage as well as responsibility for the production and distribution of the program.

- 6) Producers are responsible for examining all items before signing for them and checking them out and for reporting any equipment problems to the Equipment Coordinator when checking items back in. Equipment Coordinators are responsible for basic testing of equipment before checkouts, for documenting and notifying producers about any problems with the equipment, and for asking producers about and reporting any equipment or other problems to the Access Director.
  
- 7) All Access Rules & Procedures, as well as these guidelines, will be strictly enforced, especially the following:
  - Equipment can only be checked out or returned in the presence of an Equipment Coordinator, and only at the scheduled times and locations. Scheduling changes must be coordinated directly with Equipment Coordinators. All cancellations, late arrivals or returns, no-shows and other violations of guidelines will result in verbal warning (1<sup>st</sup> instance), written warning (2<sup>nd</sup> instance), or suspension of equipment access privileges (3<sup>rd</sup> instance). (§VII.A.4.)
  
  - The producer will be held responsible for any damage to, or loss of, equipment. (§I.E.2). If equipment is returned with missing or damaged parts, the producer's equipment access privileges will be suspended immediately and they will be ineligible to reserve or use any field access equipment (§ VIII.A.1.i) until repair or replacement costs have been paid.