

This is the complete and approved
Digital Video Communication Center Policy Manual
as of May, 2009.

Please feel free to read or print this file.
If you have any questions concerning the policy manual, contact the DV Comm Coordinator, the
Chief Engineer or the members of the DV Comm Policy Committee.

Digital Video Communication Center

Policy Manual

The following policies and procedures approved by the DV Comm Center Policy Committee are presented as a guide for student, faculty and staff usage of the School of Communication Digital Video Communication Center equipment and facilities. They represent an effort to maximize access to the Center while safeguarding its usefulness and longevity.

Faculty, staff and administrators of Cleveland State University are always welcome to the DV Comm Center at any time during our regular hours. DV Comm Center staff and student assistants are ready to answer faculty questions and facilitate faculty usage of the Center. Appointments are recommended in order to assure your needs can be met with a minimum of delay. Weekend and after hour access should be arranged in advance.

The 100-level portion of the facility is normally staffed and open between 8:00 a.m. and 8:00 p.m. Monday through Thursday during the Fall and Spring semesters. Friday hours will vary semester to semester and may be scheduled for maintenance only. Slight adjustments to the Monday through Thursday hours may be made on a semester to semester basis. The facility is closed on weekends, holidays and through the summer academic session.

The priority of users for the facilities and equipment:

1. DV Comm and other Com classes
2. Com faculty research/production
3. Other University uses
4. Outside uses

Non-DV Comm class and faculty research/production projects will be assigned DV Comm Center student assistants or staff as needed.

Entry Policy

1. The DV Comm center may only be entered by authorized users or officially guided tours arranged through the Coordinator, Studio Manager or Chief Engineer. "Authorized users", in most cases, are students enrolled in current production classes which are scheduled to meet regularly in the DV Comm center. Depending on the semester, other "authorized users" may be communication faculty not normally teaching production classes, graduate teaching assistants and graduate or undergraduate students working on pre-approved projects. (Approved by the Coordinator and either the Chief Engineer or Studio Manager.) Lists of authorized facility users will be posted every semester in the equipment check out room.

Authorized users are not to bring 'guests' into the facility. This includes friends, family members, business associates or other individuals not currently enrolled in production classes.

2. Students arriving more than ten minutes late for any class meeting in the facility may not be admitted due to staffing limitations. Prior arrangement with the instructor will ease the difficulty.

3. Students are strictly prohibited from opening the door to admit anyone at any time. The only ones authorized to admit people to the facility are faculty, staff or designated paid student assistants.

4. Production classes are classes, and as such are not open to visitors. As with the facility in general this includes friends, family members, business associates or other individuals not currently enrolled in production classes.

5. Students are not allowed in the back stairwell at any time.

Violations of entry policy may result in dismissal from classes and prohibition of future use of the facility.

This facility is a high-risk security area. It houses very expensive, sensitive, fragile and easily stolen/broken equipment which is irreplaceable. It is our only production classroom and we must do everything possible to protect and preserve it for student use.

General Equipment Usage Policies

1. Smoking, eating or drinking is prohibited anywhere in the ground floor production facility, the first floor video editing bays, audio rooms and the equipment checkout room. Lunches may be eaten, by student assistants only, in the Student Office, room 125. There is no smoking anywhere in the Music and Com Building. This includes the stairwells.

2. Master Control (G-33) is off limits to all except our Chief Engineer and anyone designated by him for duty in Master. You may enter only with his permission.

3. Student use of video and/or audio production equipment (including camcorders, microphones, chargers, audio recorders, etc.) is strictly limited to those who have all of the following qualifications:

[A] Completion of COM 204 at CSU

[B] Official enrollment in one of the production courses during the current semester, such as COM 351 (audio equipment only), COM 352, COM 401, COM 403, Com 405, Com 410, Com 411, Com 414, Com 470 or other courses designated by the DV Comm Center Policy Committee.

[C] Consent of the instructor.

[D] Consent of the Coordinator.

The names of each of these authorized users will be posted in the equipment check out room. Students whose names are not listed are ineligible to check out equipment. For example, students who have completed COM 204 and who were in production courses in previous semesters, are not current authorized users.

The tier structure (Appendix Two) designed by our chief engineer explains which production classes are eligible to use specific pieces or equipment.

4. It is against policy and state law, for anyone to make personal or commercial use of the equipment or facilities. Anyone caught doing so is subject to criminal prosecution.

General Equipment Usage (cont.)

5. Our reservation system for equipment check out and facility use (i.e., studios, edit bays and audio rooms) requires advance written requests (Appendix One). Reservations can be made by students up to 2 weeks and not less than 24 hours in advance in writing, provided the requested gear will be available. The completed Facility Request form must be submitted by the student to MU 120, the equipment checkout room.

Faculty requests for equipment usage and reservation for a semester should be submitted one year prior to the scheduled class. Requests for newly scheduled classes may be approved by the DV Comm Center Policy Committee the preceding semester, but are subject to availability of equipment and facilities.

6. All equipment users will sign a liability contract at the time of check-out certifying they understand if the equipment is broken or lost through neglect or misuse, they will pay for the damage, up to and including replacement.

7. Equipment checked out for student projects is to be returned within three (3) hours of checkout or at the daily close of the equipment room, whichever comes first.

Overnight or weekend equipment checkouts require the signature of the course instructor and may be refused for cause by the Coordinator and the Chief Engineer.

8. Equipment is to be used by students for class projects ONLY and only during the regular school semester. Equipment may not be checked out for use between semesters without a written request by the course instructor and permission of the Coordinator and Chief Engineer.

9. Equipment checked out during the semester must be returned before the close of the semester to allow for periodic maintenance. Campus police will be informed any equipment found off the premises during breaks will be considered stolen.

10. Users are reminded to safeguard equipment at all times. This equipment is highly susceptible to theft, on campus or off. Do not leave anything unattended anywhere at anytime. Be aware of who is in the facility and what they are doing. Be aware of your surrounding and those observing you use the equipment.

Students who fail to comply with policy risk being denied use of the facility.

Equipment Treatment

1. No maintenance, modification or adjustment may be made to ANY piece of equipment by anyone EXCEPT our chief engineer or under his direction. If you need something done take it to the Chief Engineer. His word is LAW.

2. For rational inventory control, ALL users, students, staff and faculty alike, must sign out equipment using one of our approved DV Comm Center liability contract forms. One clause of that contract specifies if an item is lost or broken through negligence or improper usage (this includes modifying, attempting to maintain or adjusting), the "user" who has signed for the equipment shall be liable for the cost of repair or replacement of the item.

3. All users must be certified to use the equipment before being allowed to check it out. Students must take and pass COM 204 which will provide instruction on equipment in our facility available for student use, be enrolled in an approved class during the current semester and the use must be for the approved class project only in order to use any equipment or facilities. Regular "approved classes" include COM 204, COM 351 (audio equipment only), COM 352, COM 401, COM 403, Com 405, Com 410, Com 411, Com 414 and Com 470. Other classes may be designated for temporary equipment usage on a semester by semester basis as approved by the DV Comm Center Policy Committee. The authorized student's name must be submitted in writing by the course instructor to the Coordinator to certify a user for equipment check out. If a name is not on the official university class roster and the student believes it should be, he or she will be referred to the instructor.

4. No person using equipment in this facility shall leave said equipment in operation and unattended. This includes leaving editors with projects open, VCRs and VCPs running or in PAUSE, any audio tape deck left running or in PAUSE, or CD player running or in PAUSE. Failure to comply with this policy may result in the offender being denied use of the equipment.

An editor with a project open can be modified, putting your grade in peril. A VCR in pause continues to read a section of tape causing excessive wear on the tape and the heads. An audio tape deck in pause wears the reel brakes, all of the motors and deforms the tape. A CD player in pause or a turntable left running ages the motors.

Independent Study in the Digital Video Communication Center

Any Communication major meeting the course requirements for usage of equipment tiers is eligible to apply for Independent Study in the Center. Under extraordinary circumstances non-majors may be eligible as well. All other equipment usage regulations and responsibilities noted elsewhere in Center Policies apply to Independent Studies.

Application is made ONLY through the School of Communication faculty member who has agreed to oversee and sponsor the project. The faculty member must present the proposal for the student to the Digital Video Communication Center Policy Committee at the Committee's regular meeting at least one semester prior to the semester the student wishes to register for the Independent Study. (Regular meetings are held in the first half of each semester to assure adequate time for modification of proposals. Since the Committee does not meet during the summer, proposals for fall Independent Studies must be presented during the preceding Spring semester.)

Excepting unusual circumstances, the faculty member should present the proposal in person at the meeting to allow for discussion and explanation of details. The sponsoring faculty member assumes responsibility for providing committee members written guidelines for the student's work.

The Committee will weigh the proposal's merits and requirements against regularly scheduled course requirements, previously approved courses and studies, faculty needs and other equipment needs of the Center. It is the responsibility of the Committee to reply to the faculty member in a timely fashion so as to allow for modification of a proposal if necessary and to allow a student to make alternate plans if the Independent Study cannot be approved.

It is the responsibility of the sponsoring faculty member to bring any modified proposal to the Committee in a timely fashion to allow for action prior to student registration deadlines.

Summer often brings "independent study" requests from students wanting equipment and facility usage. Some are driven by promises from businesses, clubs and organizations to "let" students do a video production for them...for free, of course.

Such activity is a violation of School and university policy, as well as state law, under some circumstances. As a government entity we cannot compete with private industry, nor subsidize private industry through equipment/facility usage. The Center's equipment is subject to substantial use providing for regular School courses. The Center has no budget to repair, maintain and replace equipment. Even legitimate independent study projects are necessarily weighed against the need to service and restore for the regular academic year.

Dubbing Policy

We do not have sufficient staff or equipment to run a dub center.

Dubs from media to like media or format to format will be made for class work only. The place to drop original material and the blank tape is the office in room MU120 during the posted hours. Dubs are made on a first-come, first-served basis.

We do not do personal demos. Commercial facilities in town provide this service at a reasonable cost.

Faculty duplication needs for class usage will be given special attention as engineering staff time allows. Educational Fair Use standards must apply. Dubbing for faculty research projects will be addressed on a per case basis.

Appendix One

Request Procedures

The following request procedures have been implemented to facilitate usage of the equipment and facilities of the School of Communication's Digital Video Communication Center by students, faculty, staff and student assistants.

1. ALL users will be required to complete a Facility Request form prior to using ANY equipment or facility of the DV Comm Center.
2. Equipment and facilities requested must reflect the Tier grouping assigned to the particular course or user (see Appendix Two).
3. Facility Requests will only be considered from students whose names appear on the official university class roster for which the equipment or facility is requested, AND who have successfully completed Com 204 at CSU.*
4. Instructors will provide the DV Comm Center Policy Committee with an overall Facility Request at least one year in advance of a scheduled course for approval and Tier assignment. Requests for newly scheduled courses may be approved and assigned by the committee during the preceding semester.
5. Instructors will provide the DV Comm Center Coordinator with written parameters (equipment to be used, number of uses allowed, total hours of use per student or group, complexity of final product, etc.) and due dates for the specific projects assigned in their classes which require DV Comm Center facilities.
6. Facility Requests for overnight or extended time periods MUST be signed by the instructor of the course for which usage of the equipment or facility is requested.
7. Facility Requests must be in the hands of DV Comm Center staff AT LEAST 24 HOURS prior to the requested date and time of usage. Paper work for Monday requests must be submitted before Friday noon.
8. A Facility Request must be signed by the DV Comm Center Coordinator and Chief Engineer before it will be considered approved and valid. Requests will be approved if all of the above conditions have been met, the facilities or equipment requested are available, and the user has not been barred from use due to prior infractions of DV Comm Center rules.

* Successful completion of Com 204 only indicates a student's ability to operate simple remote and simple editing equipment safely.

Appendix Two

Equipment Tiers

Equipment in the DV Comm Center is grouped in several tiers. This ranking is determined by the quantity, quality, complexity and cost of the equipment, needs of the course and expected competency of the students enrolled. The various production courses are assigned a tier of equipment suitable to the student's abilities and the production requirements of the class. Further, the uppermost tier is reserved for the use of faculty, staff and selected graduate students. Regardless of a prospective user's tier assignment, COM 204 is a prerequisite and a fully approved Facility Request is required for any piece of equipment. Equipment is provided with the required accessories.

The following is a list of the tiers, their equipment and user levels:

TIER 1:

DVC10/20 camcorders, Avid Editing systems 1 through 10, and Lowell Pro light kits.

TIER A:

Audio bays 1 through 3, Workstations A through D, Marantz PMD430 portable cassette recorders

Tier 1 and Tier A are for use by COM 204 (Single Source Video/Audio Production) and, if assigned by faculty, COM 321 (Documentary Form in Film and Television).

Tier A is for use by COM 351 (Audio Production for Radio).

TIER 2:

The G29 "Cut-In Studio" (including cameras, switcher, teleprompter, character generator, lights, audio board and mics).

TIER 3:

Tier 1, Tier 2 and Tier A equipment plus G30/31 (including cameras, switcher, teleprompter, character generator, light board, audio board and associated audio sources and mics), DVX100 camcorders, Remote Analog Video Switching systems and Sennheiser wireless mics.

Tier 3 is for use by COM 352 (Multi-Source Video Production) and Com 405 (Electronic Journalism).

Appendix Two (cont.)

TIER F:

Tier 1 and Tier A equipment plus Bolex H16 film cameras, DVX100 camcorders, and Avids 11 and 12.

Tier F is for use by Com 410 (Film Production 1).

TIER SF:

Tier F equipment plus CP16 and Arri BL and SR film cameras, Nagra 4.2 and CDR-310 audio recorders, AKG shotgun mics and boom poles, Sennheiser wireless mics and Arri lighting equipment.

Tier SF is for Com 411 (Film Production 2) and Com 414 (Film Practicum).

TIER 4:

Tier 3 equipment plus DVC200 professional camcorder, Remote Digital Switching System with JVC HD250 HD cameras and Arri lighting equipment.

Tier 4 is for use by COM 401 (Advanced Video/Audio Production).

TIER E:

Avid Editing systems 1 through 12, Workstations A through D.

Tier E is for use by COM 403 (Advanced Video/Audio Editing).

TIER D:

Tier E equipment plus Sonic Creator, Producer and DVD Studio Pro workstations.

Tier D is for use by the Com 470 (DVD and Emerging Media)

TIER 5:

Tier 4 and Tier D equipment, HD camcorders, Media Composer/After Effects/ ProTools workstation, plus other equipment as required.

Tier 5 is reserved for faculty, staff and graduate assistants with a fully approved facility request.

The equipment in Master Control is not assigned to any tier. It is to be operated by the engineering staff only.

Each class has priority over its tier equipment during scheduled class and lab times.