



## Media Lab Policies & Procedures

### *Responsibilities of iSEE Production Staff*

- The studio will be initially prepared in a clean and efficient manner for ease of use and instruction.
- A staff member will facilitate the usage of the camera and lights, as well as the workflow for capturing video and audio. This will be based on the needs of the patron.
- The staff member will assist with moving the data captured from the Video Production studio to a **hard drive provided by the patron**.
- If asked, the staff member will be happy to set up an appointment to instruct on the basics of video editing.\*

\*iSEE does not currently provide full editing services. Instruction on the basics of editing can be requested as a separate consultation appointment.

### *Responsibilities of the Patron using Media Lab*

- Patrons will bring their I-Card to verify booking.
- Patrons will be responsible for bringing a storage device with enough storage space available (preferably USB 3.0 or faster) to save the data once the video shoot is completed (or check out an external drive from the Undergraduate Library's Loanable Technology Center). Generally, we will keep a copy of the files on our Video Studio machine for at least one week; however, **DO NOT RELY ON iSEE FOR LONG-TERM STORAGE OF FILES – OUR HARD DRIVES MAY BE WIPED AT ANY TIME.**
- Patrons will come prepared to shoot the video and will have rehearsed/memorized their script.
- Patrons are responsible for any props needed.
- Patrons will follow instructions of the Staff member regarding care and treatment of the equipment.
- Only individuals needed to shoot the video will be allowed in the studio.
- Please note that iSEE is not responsible for any damage that may occur on equipment borrowed from the Media Lab, patrons will be held responsible and charged accordingly.