

SCHOOL OF MEDIA ART

HEAD OF SCHOOL - Adrian Hall

MEDIA

FULL/TIME LECTURERS - John Gillies / Stephen Cummins

MANAGER OF TECHNICAL SERVICES - Doug Wilkinson

TECHNICAL OFFICER

Stephen Thomsen

VISUAL AIDS OFFICER - Thelma Chandler

TECHNICAL ASSISTANT - Sharon Etter

MEDIA STORE STAFF - C. Moore Hardy

Jacek Jazwinski

MEDIA STORE TELEPHONE

339 9543

1 ACCESS TO MEDIA AREAS

- 1 There is to be NO smoking, eating or drinking in the media area. Work spaces are to be left in a clean and tidy condition.
- 2 Lockers are located opposite the Video Studio. Please confer with Sharon Etter regarding allocation of lockers, but priority will be given to final year students only. Graduating students must vacate their lockers no later than two weeks after the end of semester.
- 3 A proficiency system exists, whereby a record is kept on computer as to the equipment and facilities able to be used. Proficiency may be given by a lecturer or a member of technical staff.
- 4 The use of studio facilities is limited for foundation students. A list is given further in this handbook indicating what you are eligible to gain proficiency in using.
- 5 Studio spaces will be provided with a booking system outside each door. Please observe the 2 hour time restrictions for these bookings. Students make their own bookings for facilities only on the sheets provided, in consultation with lecturers or technical staff.
- 6 **ANY PERSON FOUND PURPOSELY DAMAGING OR STEALING MEDIA MATERIALS OR EQUIPMENT WILL HAVE ALL MEDIA RIGHTS SUSPENDED IMMEDIATELY.**

2 BORROWING AND BOOKING EQUIPMENT

- 1 Improper use of equipment may damage it permanently. Prospective borrowers of media equipment must be competent in the use of the item they wish to borrow. Media store staff, at their discretion may ask that a demonstration of competency be given before borrowing.
- 2 The maximum period for the loan of equipment is strictly one day and overnight, or weekend. Holiday borrowing hours will be specified prior to the holiday period.
- 3 The deadline for return of equipment is 9 am.
- 4 Equipment bookings WILL NOT be accepted until 11 am. Equipment bookings may be made in person or by phone after 11 am.
- 5 Room facility bookings may be made at your own leisure, but will not be accepted by phone.
- 6 A computer borrowing system exists, a bar code card will be issued. Equipment bookings may only be made by media store staff. Verbal advice of requirements does not constitute a booking - it is your responsibility to ensure these details are entered into the computer. You are held responsible for your equipment until you have returned the equipment and ensured that this transaction is deleted from the computer. (This means equipment is not to be dropped off on the counter without advising store staff of the return).

- 7 A student who is not required to be present at the College for any other purpose on a particular day is still required to return equipment on time, should the borrowing period expire on that day.
- 8 Equipment is provided for film/video students and staff for specific coursework requirements. Other areas may only have the use of such facilities if their use does not interfere with media requirements.
- 9 Booked equipment should be collected no later than 30 minutes after the specified time. Alterations to booking times will be accepted by phone, if the media store is not advised of a late pick-up, equipment may be re-allocated. Booked equipment being borrowed for weekends should be collected between 2.30 and 5pm. Any equipment not collected by 5 pm may be re-allocated and collected between 5pm and 5.30pm. (The Store closes at 5.45pm).
- 10 Failure to return equipment when due will result in a warning being given. Upon the 1st warning, borrowing privileges may be suspended for 1 month. The student should then submit an application in writing to the Head of School for restoration of borrowing privileges, and will be subject to whatever conditions are imposed. If equipment is not returned on time at the end of semester, or failure to comply with other aspects of media policy, results may be withheld.
- 11 **Students who lose equipment are required to pay the cost of its replacement. (Interim General Rules, Clause 12 - Student Handbook).**
- 12 Students damaging equipment are requested not to attempt maintenance themselves but to PLEASE report damage upon return. Fault sheets should be filled out accurately, they are contained in a red sleeve to the left of the Media Store counter (near the computer).

3 EQUIPMENT / SPACE FOR USE IN LECTURES

- 1 Staff may book equipment for use on premises.
- 2 Media staff will not take responsibility for equipment moved from one room to another without permission by Media Store staff.
- 3 Equipment borrowed by students for use on premises must be returned to the Media Store during the store hours.
- 4 If not booked out officially overnight, portable store equipment must be returned before store closing time. Unsecured store equipment MUST NOT be left overnight in studio areas.
- 5 Lecturers should make sure they lock doors of lecture rooms where equipment is placed, as they leave the room.

4 MEDIA STORE

- 1 Media support staff are the only personnel who are authorised to enter the store. NO STUDENTS OR LECTURERS ARE TO ENTER. THEY MUST WAIT UNTIL STORE STAFF CAN ATTEND TO THEIR NEEDS.

- 2 For part time academic staff, Thelma Chandler will organise class software. Lecturers needing to place their request may talk to her or put the request in the envelope placed under the new media noticeboard.
- 3 Hours of operation for the Media Store are displayed at the Store, in strategic places around campus, and on the small media handout labelled "welcome to photomedia".
- 4 Staff cannot be available outside these times, so all transactions must be organised to take place when the store is OPEN. For technical advice or assistance, Sharon Etter can be consulted (opposite the storeroom).

5 MEDIA MATERIALS, SOFTWARE, MEDIA SERVICES

- 1 Media Store cannot supply software to students.
- 2 Students may be supplied with materials required for coursework as pre-ordered by the lecturer concerned, depending if the lecturer has an allocated software budget.

6 EQUIPMENT & FACILITIES TO BE USED BY FOUNDATION STUDENTS

SOUND

AVAILABLE FOR OFF CAMPUS USE, OVERNIGHT & WEEKEND BORROWING

Super 8 and Lapel microphones (batteries supplied for class use only)
Old Sennheiser mic with various attachments (batteries for Sennheiser mics)
National speaker amplifiers
Realistic Nova headphones
National mono cassettes recorders (batteries supplied for class use only)
Sony 153 / 158 / TC-150 cassette recorders *
Clarion Dual cassette recorders *

AVAILABLE FOR OFF CAMPUS DAY USE, NO OVERNIGHT OR WEEKEND BORROWING

AKG 190E Dynamic microphones
Old Sony TCD-5M cassette recorder *

AVAILABLE FOR USE ON MEDIA FLOOR ONLY DURING STORE HOURS

3 in 1 record playing unit
Awei CA-W80 ghettoblasters
Echoplex delay unit *
Tascam Porta one and Porta 05 ministudios *
Teac 4 track R/Reel *
Teac mixer *
Keyboards - Casio SK-100, CZ-101 and Juno 106 *

FILM

AVAILABLE FOR OFF CAMPUS USE. OVERNIGHT & WEEKEND BORROWING

Canon 514XLS Super 8 cameras (batteries not supplied for any S8 cameras) *
Canon 814XL (silent) Super 8 camera
Gaf (silent) Super 8 cameras
Elmo (silent) Super 8 cameras
Sankyo (silent) Super 8 camera *
Manual Super 8 editors, Agfa and CIR splicers (splicing tape is not supplied)

AVAILABLE FOR USE ON MEDIA FLOOR ONLY DURING STORE HOURS

Sankyo and Eumig Super 8 projectors

LIGHTS

AVAILABLE FOR OFF CAMPUS USE. OVERNIGHT & WEEKEND BORROWING

Mini and Medium Redheads
Aari 1000 & 600 lights
Strobe light

VIDEO

AVAILABLE FOR OFF CAMPUS USE. OVERNIGHT & WEEKEND BORROWING

National 100 Portapak (with power supply - no cameras - used for VHS playback only)
National A1 camera and 180 portapak *

AVAILABLE FOR MEDIA FLOOR USE ONLY DURING STORE HOURS

VHS video cassette recorders
VHS edit suites * to be booked in two hour blocks during College hours
ATTENTION: The Super-VHS suite is not to be used !

MISCELLANEOUS

AVAILABLE FOR OFF CAMPUS USE. OVERNIGHT & WEEKEND BORROWING

Slik tripods - only to be used with Canon 514XLS, A1, Sankyo and 35mm cameras
Miller fluid head tripods
Spreaders (wooden triangles only)

AVAILABLE FOR MEDIA FLOOR USE ONLY DURING STORE HOURS

Slide projectors
Interval timers
Dissolve units - Showtape (with case)
ES69 (in metal case)

Macintosh computers will be set up in the new Computer Centre. They are completely separate from this department, they will have different rules to be complied by.

- * ITEMS MARKED AS SUCH REQUIRE PROFICIENCY FROM EITHER LECTURER OR TECHNICAL ASSISTANT BEFORE USE. YOU MUST BOOK TIME WITH THE TECHNICAL ASSISTANT - WE HAVE THE RIGHT TO REFUSE YOU.

7 OTHER MEDIA STORE EQUIPMENT RULES

- 1 Re-chargable batteries may be booked for student and staff use off-campus for all video cameras, CP16 and Nizo S8 cameras. Other Ni-cad re-chargable batteries are available for CLASS USE ONLY, and must be booked by the lecturer in advance to allow for charging.
- 2 ALL BATTERIES MUST BE REMOVED FROM EQUIPMENT when returning items back to the Media Store. Also, if using mains to power equipment, CHECK THAT NO BATTERIES REMAIN IN THE EQUIPMENT.
- 3 Operation manuals for equipment and facilities may be borrowed by students and staff. Please return them - they are to be treated as a returnable store item. No original manuals are to be borrowed, if copies are missing, students should copy manuals themselves or wait until Desktop Publishing Unit are able to copy them.
- 4 Software, such as cassettes, disks etc may be purchased at the Student Store at Flinders St. Media may be able to supply restricted software (such as splicing tape, leader etc) to lecturers only.
- 5 **Video monitors are not to be taken off trolleys.** The trolleys are not to be removed from the media floor area, but can be wheeled from room to room provided they are returned to the original room. If staff or students require a monitor, they must book the correct room with a monitor. Media Store staff are not expected to be furniture removalists.
- 6 After using **slide projectors**, allow the machine to cool off before moving. If it has an INT / EXT switch, switch over to EXT to switch the globe off while allowing the fan to run. If it does not have this switch but has a lamp fuse on the side, turn the machine off, pull out the lamp fuse, then turn machine on again to cool off.

8 SPECIFIC FACILITY POLICIES

- 1 **Macintosh SE** - Media has access to an SE for it's use only. Due to virus problems, STUDENTS ARE NOT TO USE THE SE. The Computer Centre is available for student requirements. For staff and lecturers, bookings must be made in a booking book that is to be left near the machine. If the machine is used without a previous booking, a name must still be entered in the book - we must have an accurate record of who is using the SE. NO LECTURERS SHOULD INSTAL ANYTHING ONTO THE HARDISK.
- 2 **S8 & 16MM Animation Stands** - If film must be left in cameras, a notice should be left on the stand, and a note should be made on the booking sheet, so as not to interfere with another booking.
- 3 **S-VHS Editing Suite** - A Super-VHS editing suite may be used by video majors only. It is a SUPER VHS suite, and should predominantly be used as such, not for standard VHS. As with any video suite, do not leave the heads engaged in

Pause / Still mode for longer than necessary. The S-VHS video heads are more sensitive than other machines and will clog. Do not use old tapes in the machines.

- 4 **Amiga computers** - Amiga disks are available from the Media Store. See your lecturer if wishing to use the machine. If using your own software make sure it is legal, observe copyright.
- 5 **VHS Edit Suites** - May be used by all students, with proficiency. Do not place anything on the machines, particularly anything that will prevent sufficient ventilation. Turn air conditioning on, and when finished editing turn off machines not being used to prevent overheating. Also, do not unplug anything from the back of the machine, there is no need. If an audio dub is necessary, a patch bay exists for this, if needing to patch video into the edit deck, use VHS Suite B only (suite closest to the door), it has an external video patch. Leader tapes are there for a reason - do not remove them from the room.
- 6 **Video Studio** - Do not leave lights on unnecessarily. Whoever removes lights from the track, must put them back up. Make sure lense caps are put back on the cameras after use, leads are wound up, portable equipment returned to the store, and the room is left TIDY.
- 7 **Video Control & 3/4 Edit Suite** - Use the patch bays provided, do not unplug any leads from decks. If a signal is not coming through, consult the technical assistant. Do not remove video countdown leader tapes from the room.
- 8 **Audio Studio** - The Altec speakers in the studio are hardwired to the amp in the Control Room. If wanting to feed a signal from the mixer to these speakers, simply turn up the FB1 and FB2 knobs on the channels with the audio information to be sent. If not wanting to do this, make sure the power switch of the amp marked Audio Studio is switched OFF. If wishing to use the speakers without feeding from the Control Room, speaker leads can be obtained from the store to patch directly into the speakers (without feeding through the Control Room). When finished, the original leads must be re-patched.
- 9 **Audio Control** - Read the signs and the manuals in the room to remind yourself of the patching. Do not remove manuals from the room, ask to have a copy made if necessary. A lot of equipment is hard-wired for your convenience, to suit the most common usage. All hard-wiring can be over-ridden if necessary. Ensure that the master fader and master monitor knob is down before turning power on or off. The Fostex 8 track is fairly new, therefore DO NOT USE ANY OLD TAPES ON THE FOSTEX OR THE REVOX. Head cleaning kits and audio splicing kits may be borrowed from the media store.
- 10 **Film Editing Room** - If anything is moved from the room (ie Steenbeck) it must be moved back. 16mm splicing tape is supplied to lecturers only, S8 splicing tape, leader and gloves are not supplied. At the end of each semester, trim bins must be cleaned out. ANY FILM STILL LEFT IN THE ROOM IN JANUARY WILL BE USED FOR FUTURE JUNK SPACING.