TECHNICAL SERVICES WINDOW

TSW

Instruction and Research Technology
WILLIAM PATERSON UNIVERSITY

www.wpunj.edu/tsw

Policy and Procedure Guide

Faculty and Student

Contact Us:
tsw@wpunj.edu
973-720-2026

@Hobart Window   @Hobart Window   Technical Services Window

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Eligibility

1. In order to **reserve** equipment or editing time, a student has to be in a Communication Department class that requires them to use the equipment and/or editing facilities. Faculty members who are teaching classes that require use of the equipment or editing facilities need to email their class rosters at the beginning of the semester to Rob Meyer (meyerr@wpunj.edu) and the Technical Services Window (tsw@wpunj.edu) so that their students can be added to our "List of Names." If a student is not on the list, they cannot take out equipment unless they are given written permission to access the equipment as a non-class user from a **Full-Time** Television, Film, or Audio professor (Akrami, Clarke, Crick, Guerrieri, Lee, Rhodes, Williams, Obadike, Quicke). Please see Policy 17 for details about which equipment is available to students in each class. A student should have the professor email the TSW email address with permission. If they are on the list but are classified as a non-class user, they cannot **reserve** equipment.

2. Students who are not in a class, but are in the TV, Film, or Audio Concentration (non-class user), and have gotten permission to take out equipment from a professor mentioned above, **can take out equipment but can only reserve equipment on the day they would like to take it out.** In other words, a non-class users can contact the window staff on the day they would like to take it out to see if the equipment is available. If the equipment is available at the time they would like to take it out, they can make a booking for the equipment for a maximum of 24 hours during the week and from Friday after noon (12pm) to Monday at 10am on the weekends.

3. **Non-class users can only make editing time reservations on the day that would like to edit.** Just as with the equipment, the non-class user can contact the window staff ahead of time on the day they would like to edit and see if a computer is available at the time they desire to edit. If one is they can make a booking for the maximum 4 hours**.**

4. **Everyone** who needs to take out equipment must have completed a "TSW Agreement Form." If someone has not completed a form, they must complete it before they take out the equipment. This provides us with contact information which can be very helpful.

5. **Competency Tests**
a. Before a booking for equipment can be made, the student must take and pass the associated competency test for that equipment. We have competency tests for the following:

Cameras	Camera Support	Lighting
PMW-200	Sachtler Tripods	General Lighting (blue case)
Canon 7D	Steadicam	Rifa Lighting Kit (black case)
FS-700	Slider	Sun Gun Lighting Kit (hard case)
		Celeb Lighting Kit
		Tweenie Lighting Kit
		Road Rags Kit

b. Non Class Users and students who are in Communication Department classes that require them to edit but do not teach editing software (see list on page 8) must take and pass the competency test for the software they would like to use prior to making a booking for an edit room. Once the student passes the competency test, their account will gain access to the software they passed the test for. Students in a class that require them to edit will also be given access to the class's Editshare space. Please allow 24 hours for software access to be enabled.

Video Editing	Audio Editing
Premiere Pro	Pro Tools
Final Cut Pro	
Media Composer	

c. In order to pass a test, the student must get all the essential questions correct and the minimum number of regular questions correct. If a student has passed the test for a piece of

equipment or an editing program in the Fall semester, they do not have to retake the test in the Spring semester. Competency tests expire at the end of the last Summer session.

Equipment Lending Policies

1. The maximum amount of time that someone can reserve equipment is 24 hours on weekdays (M–F). On weekends, students can pick up equipment on Fridays after noon (12pm) and need to bring it back by 10am the following Monday.

2. If a student does not show up within 30 minutes of their booking for either equipment or edit time, someone else can use the time that the student had reserved.

3. Students will be charged $1 per hour for each piece of equipment that is returned late. Fines accrue immediately after the Due Date is passed.

4. Unless they are given permission by their professor, students may only have one weekend and one weekday equipment booking at a time.   If a professor would like to give permission to have more than one weekend or weekday booking at a time they need to email the window (tsw@wpunj.edu) and CC Rod (hollidayr1@wpunj.edu) and Rob (meyerr@wpunj.edu) to give permission.

5. Students can only take out **1 camera** at a time.

6. Students must come to the window to pick up their equipment. They may not have someone else come to pick up their booking.

7. Students are responsible for equipment from the time they receive it from the Window staff until the equipment is returned and discharged. The student who takes out the equipment will be held responsible for any damage or loss of equipment while it is in their possession. While the TSW staff thoroughly checks the equipment before it is charged out, it is recommended that students also review the kit's contents before leaving the window.

8. The day before Holiday weekends (e.g., Thanksgiving and President's Day) are to be treated as Fridays. The students are allowed to take out equipment the day before the holiday weekend after 12 pm and return it on the next available day at 10 am.

9. **The use of any real or imitation firearm in the creation of a film or video on campus is prohibited.** It is against the law in New Jersey (NJ Code 2C:39-5 e) for students or other people to carry or possess any imitation firearm in or upon any part of the buildings or grounds of any school, college, university or their education institution, without the written authorization of the governing officer of the institution.

Equipment Access

Access to Video Cameras

a. **Sony PMW-200's** may be used by students who are currently enrolled in Media and Film Production classes that require the use of said camera for the class. These classes can include Video Production & Editing, Film 1, TV News Production, Advanced Broadcast Journalism, Advanced TV Production, TV Workshop, and Capstone. Producers of WPTV shows also have access to the PMW-200. If a Communication Department student is not currently enrolled in one of the above classes, they may get permission to have access to the PMW200 for the semester as a non-class user from one of the Full-Time Media Production or Film Production professors (see Eligibility #1 above).

b. **Canon 7D's** may only be reserved by students who are currently enrolled in Film 2, Film 3, or a Capstone class. If a Communication Department student is not currently enrolled in one of the above classes, they may get permission to have access to the Canon 7D for the semester as a non-class user from one of the Full-Time Media Production or Film Production professors.

b. **Sony FS700's** may only be used by students who are currently enrolled in Film 3, Applied Techniques, or Capstone. If a Communication Department student is not currently enrolled in one of these classes they may get permission to have access to the FS700 for the semester as a non-class user from one of the Full-Time Media Production or Film Production professors.

Access to Audio Production Equipment

a. Audio Concentration Zoom H4n audio recorders are only to be signed out to Advanced Audio students. Zoom H1 audio recorders can be signed out by any student on the List of Names. Students outside of Advanced Audio may request permission to use the H4n for the semester from Professor Obadike. Once we receive an email from him, we will allow the student to take the requested equipment out.

b. Shure KSM44 microphones should only be signed out by students who are in the Advanced Audio Class. The KSM44's can **only** be signed out for use with an audio studio booking, not for other purposes. If another professor would like to use them for their class they will need to get permission from Professor Obadike first.

c. The Studio Microphone Kit can be signed out by Media and Audio Production professors, students in the Advanced Audio production class, and students listed on the "Radio Tab" on the List of Names.

   1. Media and Audio Production professors and students on the "Radio Tab" can book the mic kit for a maximum of 48 hours.
   2. Advanced Audio Production students can only sign out the mic kit with an accompanying room 224 booking.

Equipment Lending Procedures

Making an equipment booking

Students should make bookings for equipment in advance whenever possible. Please plan ahead and make bookings early to ensure that the equipment you need will be available for your shoot, especially for the weekend. To make a booking:

1. Come to the window, call us on the phone (973-720-2026), or send us an email (tsw@wpunj.edu) and let us know what equipment you need and for what time period you will need the equipment. Please keep in mind the equipment lending policies stated above when making your request. Email requests will be reviewed, and we will respond to let you know if the equipment is available at that time.
2. After a booking has been created, you will receive an email confirmation letting you know the time period you have the equipment booked for and what equipment we have booked for you.
3. If for whatever reason you no longer need your booking, please contact us and cancel your booking so we can make the equipment available to others.
4. If the equipment you are requesting is not available, we will put you on a waiting list; once the equipment becomes available, we will contact you.

Picking up your equipment

When you come for the equipment you booked, make sure you arrive no later than 30 minutes after your scheduled pickup time and you **bring your library-activated William Paterson ID card**. You will not be able to pick up equipment without it. If you arrive more than 30 minutes after your scheduled pickup time, your booking may be cancelled and made available to other students on the waiting list for that type of equipment. You may not have someone else pick up the equipment for you.

1. When you arrive to the window please let us know who you are by giving us your ID.
2. After receiving the equipment, it is recommended that you check it to make sure everything is included in the kit and nothing is missing. The TSW staff do check the equipment thoroughly but we also recommend that you confirm that all items are present and in good condition. If you notice anything missing or damaged, make sure you mention that to the TSW staff.
3. Once you have checked the equipment, sign the Sign-Out Agreement Form.
4. If you are not sure when the equipment is returned, you can ask the TSW staff or refer to the booking confirmation email that was sent when your booking was made.

Returning Equipment

When returning equipment, we recommend arriving a minimum of 15 minutes prior to the Due Date, especially when returning a weekend booking (as many bookings are returned on Monday mornings). This will help you to avoid any fines being added to your library account because of the equipment being returned late. The fine for late equipment is $1 per hour for each piece of equipment. In some cases, such as the camera bags, there are multiple items charged out, so fines can add up quickly.

1. Before leaving a shoot, be sure to check the equipment diagram, and make sure you have all items in the kit and placed in the correct location.

2. Make sure you arrive at the TSW before the Due Date to ensure everything is discharged on time. We recommend you give yourself a 15-minute cushion.
3. Stay at the window until the items are checked and discharged.

Edit Room Policies

1. The maximum edit room/computer reservation is 4 hours. If students need more time, they can find out at the end of their booking if a computer is available for the next 4 hours.

2. If a student is found with food and/or beverage in any of the edit rooms, they will receive a warning. Upon returning to the edit rooms and finding they still haven't gotten rid of their food or beverage, they will lose the rest of their edit time.

3. Accounts to log into the video and audio editing computers in Hobart Hall and into Editshare will be created for classes that teach how to use an editing program. If a software is not being taught in class but students are expected to edit, they will need to pass the associated competency test for the software they need. Capstone students who need to edit must take and pass the associated competency test before their accounts can have access to an Editshare space and said software. To see if your class requires you to take the test see list on page 8.

4. Students may not download any programs/software from the internet onto the editing computers. Students do not have privileges to install software on the editing machines.

Edit Room Procedures

Making an edit room booking

Students should make bookings for editing machines in advance whenever possible. Please plan ahead and make bookings early to help ensure that an editing machine will be available when you need it.

1. Come to the window, call us on the phone (973-729-2613), or send us an email (tsw@wpunj.edu) and let us know when you would like to edit. Please keep in mind the edit room policies stated above when making your request. Emails will be reviewed, and we will respond to let you know if an edit suite is available at the time requested.
2. If for whatever reason you no longer need your edit room reservation, please contact us and cancel your booking so we can make the workstation available to others.

Coming for your edit time

When you come for your edit time make sure you arrive no later than 30 minutes after your scheduled start time and have your library activated William Paterson ID. If you arrive more than 30 minutes after your scheduled start time your reservation may be cancelled and made available to other students.
1. Before you begin editing, you will need to come to the window and provide us with your student ID. We will then bring you to the edit suite and hold onto your card for the duration of your editing reservation.
2. When logging into an editing machine and into Editshare make sure you use your regular campus username without "@student.wpunj.edu" at the end, and the same password. If you find that the IP address for the Editshare server is not listed on the Editshare Connect login window, enter 149.151.146.60 in the address field. For information on the basic operation of the software, you can visit our webpage at www.wpunj.edu/tsw/editing.
3. Be sure to give yourself enough time to export your project once it is complete.

When your edit time has concluded, be sure to come back to the window to let us know you are done and to retrieve your student ID.

Software Competency Test Requirement Chart

Competency Test Required	Competency Test NOT Required
Advanced Broadcast Journalism	Audio and Radio Production
Advanced TV	Electronic News Gathering
Capstone	Filmmaking I
Filmmaking III	Filmmaking II
TV Workshop	Radio News
	Radio Production Workshop
	Video Production and Editing