



**brooklyn college tv center**  
**student handbook**

## WELCOME TO BCTV – THE BROOKLYN COLLEGE TELEVISION CENTER

TV production classes have been continuously running at BC since the first TV Studio was set up on the fourth floor of Boylan Hall in 1958. Our current Studio B has been in operation since 1963, adapting over the years to many technological developments in the broadcast industry. Now in our fifth decade we are proud to continue our tradition of producing high quality programs by our many talented students, faculty and staff.

Working in conjunction with the Department of TV and Radio, the TV Center's primary services include providing field production equipment loans, full TV studio facilities and a digital post-production lab. We also provide engineering support, set-building capabilities, add'l posting facilities for Master's students and tech support for the Radio Lab & WBCR.

Students currently enrolled in production classes or the MFA program may utilize the facilities and loan equipment free of charge.

The TV Center is located in the basement of Whitehead Hall and includes Operations (018), Distribution (001), Studio B & MCR (007) and the Post Production Lab (005). In order to help you navigate through the required paperwork and procedures you'll find the policies of the TV Center outlined in this handbook. It is important everyone adhere to these rules as they are designed to ensure that all students will have sufficient access to complete their coursework.

This booklet is in no way a substitution for your class material. Should you have any questions please ask your instructor or appropriate staff members for help.

***Please read through this book carefully - anyone in violation of TV Center policies may have their privileges revoked at the discretion of the Operations Manager. You can reach the TV Center at (718) 951-5585 or email us at [tvcenter@brooklyn.cuny.edu](mailto:tvcenter@brooklyn.cuny.edu).***

Good Luck with your classes and enjoy the semester!

## TV CENTER POLICIES AND PROCEDURES

### GENERAL RULES

- You must be currently enrolled in a production class in order to use TV Center equipment and facilities
- The use of campus resources for personal or commercial purposes is prohibited.
- All students are expected to conduct themselves in a reasonable manner. Any students failing to show a basic respect for the equipment, facilities or Center staff may forfeit their privileges
- There is **NO EATING OR DRINKING** permitted in Studio B, MCR or the Post-production Lab
- Any equipment loaned from the lab must have a Work Order Request, faculty approval, signed damage waiver and a security clearance signed by a staff member
- No students are permitted in engineering, operations, storage or distribution areas without supervision by TV center staff
- If something is not working properly notify the TV Center staff immediately – do not attempt to fix, rewire or hook-up any equipment yourself
- Do not erase, download, install or remove anything contained on the hard drives of the computers

### DISTRIBUTION – FIELD EQUIPMENT LOANS

<u>REGULAR SEMESTER HOURS*:</u>	Mon, Wed, Fri	9AM - 5PM
	Tues, Thurs	10 AM – 6PM

***EQUIPMENT REQUESTS MUST BE SUBMITTED BY 11AM THE DAY BEFORE IN ORDER TO BE PROCESSED FOR THE NEXT DAY'S SCHEDULE. ALL FINAL APPROVALS ARE SUBJECT TO AVAILABILITY.***

- **Weekday Checkouts** - Field equipment can be borrowed for a **ONE DAY period Monday though Friday**. This means if you pick up on Monday morning, equipment must be returned the next day before closing. Because of the limited amount of equipment available the one day loan period was instituted to give all students the opportunity to access equipment.
- **Weekend Checkout** – Equipment is to be picked up Friday and returned on Monday.

***If equipment is needed for more than a one day period during the week, students must submit a written explanation along with the WOR and your professor's signature.***

***\*Please NOTE:*** When the college is closed the TV Center will be closed, when there are no classes the TV Center may still be open. When requesting equipment for any holiday period, please pick up the equipment as early as possible due to early closing of distribution. TV Center hours may change during summer/winter sessions as well as breaks and holidays. Please call or check TV center door for any notices.

## **EQUIPMENT RESERVATIONS**

You may reserve equipment using our online system (tvcenter.info) or by filling out a hard copy of a Work Order Request (WOR). All requests must be SUBMITTED by 11am the business day before your requested check out before being checked for availability. ***Please call or check the bulletin board for approved WOR's.***

### **WORK ORDER REQUEST (WOR) FORMS**

In order to be processed the request form must be:

- 1. Complete and accurately filled out by the student. All requested information: name, phone number, course number, etc. is required and must be CLEARLY LEGIBLE.**
- 2. Approved and signed by course Professor, Advisor or Department Chair (TELEVISION CENTER PERSONNEL WILL NOT SIGN OFF/APPROVE WORK ORDER REQUESTS).**
- 3. Damage and loss statement MUST be acknowledged, understood and signed by a student upon pick-up**

**\*NOTE: INCOMPLETE, INACCURATE OR ALTERED WORK ORDER REQUEST FORMS WILL NOT BE PROCESSED.**

In the event that a particular item is unavailable the operations staff will contact you or a similar item may be substituted. ***IT IS STRONGLY ADVISED THAT STUDENTS CONFIRM THEIR REQUESTED BOOKING HAS BEEN APPROVED IN ADVANCE BY PHONE OR IN PERSON.***

### **LATENESS!!!**

The Television Center **MUST BE NOTIFIED** if there will be **ANY DELAY OR CANCELLATION** in the pick-up/return of equipment or a facility booking. There is no penalty for cancelling a reservation – the sooner we know we'll be able to make the equipment available to other students. Equipment returned **30 minutes past** the time designated on an approved WOR is considered **LATE**. Students will be given a "strike" for each late day.

Failure to arrive for a studio booking or to pick up equipment **30 minutes past** the time designated on an approved WOR is considered **LATE**. The order will be cancelled, a strike issued and any equipment/facilities made available to others. ***ONCE CANCELLED, ANOTHER APPROVED WORK REQUEST FORM MUST BE SUBMITTED.***

## CHECK-OUT PROCEDURE

When you come to Distribution to pick-up equipment it is **YOUR** responsibility to inspect and test everything signed out to you. Please notify the lab staff of anything wrong with the equipment immediately. It will either be replaced or noted on your sign out sheet so that you will not be held responsible for damages.

You must sign the Damage Waiver in order to remove equipment from the premises – your signed receipt will also serve as a clearance for campus security. Once you sign you are certifying that everything was checked out to you in good condition. **YOU WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE EQUIPMENT UNTIL IT HAS BEEN CHECKED BACK IN!**

### ***Some examples of things to check are:***

Camera body and lens condition, record/playback functions, camera functions (zoom, focus, exposure, etc.), microphones and any auxiliary audio devices, controls and locks on tripods and/or stands (to make sure they operate properly), test lights and accompanying cables – Please inspect all equipment for any damage or missing parts including contents of all kits.

***If you do not demonstrate a basic level of proficiency with the equipment or show a general lack of care when handling it, the TV Center staff reserves the right to refuse to check said equipment out. If you are uncertain about any equipment please ask your instructor to go over it with you in advance of your scheduled pick up.***

## RETURNS

**Every piece of equipment is due back by the due date & time specified on the WOR including cabling, batteries etc. Each day the equipment is late or incomplete will count as a strike on your record, your professor will be notified and you will be billed for any missing or damaged items.**

During check-in the TV Center staff will inspect all equipment you have checked out. When returning equipment, students **MUST** remain with the on-duty distribution staff person during the entire check-in inspection. Please allow sufficient time for this. You should alert the lab staff to any problems you may have had i.e. bad recordings, intermittent sound, burnt out light bulbs, dead batteries, etc.

***STUDENTS, WHO DO NOT REMAIN WITH THE STAFF DURING THE EQUIPMENT RETURN CHECK-IN, AUTOMATICALLY FORFEIT THEIR BORROWING/BOOKING PRIVILEGES FOR A PERIOD OF ONE WEEK.***

### **CAUTION!**

- Never leave equipment unattended – even in the TV Center
- When transporting equipment make sure it has been properly secured
- Keep wires and cords coiled or properly taped to the floor using gaffer's tape
- Allow sufficient cooling time for lights after they have been powered down

- Keep lights away from any type of fabric (draperies, upholstery, etc.), water, paper or flammable substances. Due to the high temperatures the lights emit they can be a fire hazard as well as cause serious injury
- Keep all equipment including all storage media out of direct sunlight

### **“THREE STRIKES”**

All students are subject to a policy whereby any infraction of the rules will count as a “strike” on your record. If you acquire three strikes in a given semester your privileges may be revoked in whole or part. Your professor will be notified immediately and this may affect your class grade as well as your ability to use the TV Center and TV/R Department facilities.

**This policy applies to all lab rules including late return of equipment, failure to pay for damage to equipment or any other rules outlined in this booklet.** The majority of students use the equipment and facilities without incident; only students who show a repeated failure to abide by lab policies will be penalized.

#### **Penalties/Loss of Privileges**

First time and repeated instances of lateness, neglect, damage or loss of equipment which are the property of Brooklyn College and the Television Center, may result in the following:

- 1. First instance - One (1) week suspension of all borrowing/booking privileges.**
- 2. Second instance - Two (2) week suspension of all borrowing/booking privileges.**
- 3. Third instance - Suspension of ALL borrowing and booking privileges of Television Center equipment and facilities. Future reinstatement of privileges will be at the discretion of the TV Center Management in consultation with the TV/R Faculty - NO EXCEPTIONS WILL BE MADE.**

**Depending on the nature of the infraction you may also incur the following further penalties:**

- You will be held liable for the full cost of replacement for all TV Center property damaged or lost due to negligence or misuse. You will be presented with a bill for the repair/replacement of said item and must repay or make other arrangements within 5 days.
- Dropping or withholding a grade or an incomplete given at the end of the term for the class involved.
- In cases of severe misconduct, negligence, damage and/or loss of Brooklyn College TV Center equipment, the Registrar’s Office and the Office of Campus and Community Safety Services may be notified and result in serious consequences relating to graduation and academic standing.

***The Television Center tracks all loaning activities. Those students, who develop a pattern of late returns, damaged or lost equipment etc. may be 'flagged' and their professor will be notified. The student may be locked out from entering any new WOR's in the system until the issue is resolved.***

## USE OF TV CENTER FACILITIES

### **POST-PRODUCTION LAB**

The Post lab houses 15 Apple MacPro NLE workstations, Sony HDV decks, DSR-45A decks, JVC HDV decks, JVC Hi-Resolution monitors and running FINAL CUT PRO STUDIO 3. There is a centrally located rack station with HDV, Mini-DV, DVD/CD, VHS playback and record capability and overhead digital projection. Hours for the semester will be posted during the first week of classes.

As an Apple Authorized Training Center students may enroll in classes that prepare them to become Apple Certified Final Cut Pro users. Apple certification tests may be taken in the TV Center Post lab – Please consult with Professor Young Cheong.

For special TV Center projects, independent studies projects and commercial client rentals there is a professional broadcast-quality digital stand-alone NLE suite with Apple MacPro, FINAL CUT PRO STUDIO, RAID HARD DRIVE and AJA I/O capabilities and real-time effects as well as a Mastering Suite for MFA students.

**Students are encouraged to purchase their own portable FireWire drives at the beginning of the semester that will enable them to edit at any station – please consult with your professor or the TV center staff for recommended models.**

### **EDITING SUITE POLICY**

- Video edit suites are to be used for (you guessed it) video editing. They are not to be used as reading rooms, or for other projects and activities. TV Center staff can ask you to leave, if you are not editing video.
- Use headphones at all times when you are editing.
- Please be courteous to other users by talking quietly and only when necessary including on cell phones. If you need a break or to carry on an extended conversation, please step outside. When in the lab please put your phone on silent mode.
- Internet usage is forbidden in the lab.
- Students are responsible for providing their own recording media.
- Students are responsible for storage & back-ups of their projects and cannot save projects on the computer desktop. All projects left on the desktop will be deleted routinely.
- For security purposes, please Log Out when you are finished using the computer
- Students should reserve NLE stations in advance to ensure availability.
- Walk-ins are welcome during normal operating hours but if a reservation is made it will be given priority.

- An Editing station is a complex web of wires and equipment. Unless it is a regular USB or FireWire port, students may not unplug anything.
- Treat all equipment with care - if something is not right don't force it. Find an engineer or staff member and they will help you
- The post lab is not open during the weekend, please utilize the W.E.B. building or the Library Cafe for your editing needs

## STUDIO

Studio B may be used for shooting, rehearsals or auditions and should be booked in advance. You will be asked to provide basic info about your project, the number of people participating in the shoot and what equipment you will need. You may only bring in approved props, costumes, set dressing as well as actors and crew people and are expected to clean up completely after your production. **All cast and crew will be expected to abide by the rules of the TV Center - the student under whose name the studio is booked will be held responsible should any problems arise.**

## GUIDELINES FOR SHOOTING ON AND OFF CAMPUS

As a production student you may be required to do some recording either during class time or on your own. When shooting on campus outside of the TV Center you should always have your currently validated student ID on you. You may also need to get special permission from campus security or other offices for the following:

- Security clearance for non-BC students that may be involved in your production
- Recording that will interfere with the usual flow of campus traffic
- Use of unusual props or fake weapons – **under no circumstances should real weapons be used or brought to campus**
- Acting out scenarios that may be interpreted as a real conflict/emergency or potential threat to the campus community including staged combat, use of fake blood, prosthetics, etc.
- Use of facilities, buildings and non-common spaces including campus office spaces, SUBO, the Library and BC theatres or facilities.
- Security clearance for shooting after-hours, when campus is closed or on weekends.

You may request a letter from your Professor or the TV/R Dept. to obtain permission or assistance from Campus Security or for other campus offices. These entities are under no obligation to authorize your shoot.

**When shooting off-campus you must follow the guidelines from the Mayor's Office which may require you to obtain a student film permit and/or assistance from NYPD. When in public spaces you may need to obtain additional permission to film on subways, buses, parks, bridges, etc. Please visit the Mayor's Office of Film and TV website at: [www.nyc.gov/film](http://www.nyc.gov/film) for more details.**