

傳播藝術系外景器材借用管理辦法

Professional Equipment Borrowing Management of Department of Communication Arts

September 19, 2018, the revision of the department meeting

1. the borrowed equipment content

It contains SONY PXW-X70 FHD version (4 sets), SONY PXW-X70 4K version (4 sets), SONY HXR-MC50 (5 sets), SONY PXW-X70 (4 sets), SONY microfilm shooting group (2 sets)), TH650 tripod (16), TH950 tripod (4), 1K lamp set (5 groups of 20 sets), Boom rod shelter set (10 sets), directional microphone AT875R (4 sets), handheld Wired microphone ATM33 (3 groups), lavalier wireless microphone set (10 sets), handheld wireless microphone set (4 sets), interview recorder (3 sets), monocular mixer (8 sets), Dolly D (2) Group), CANON 750D single-eye camera (10 units), fixed-focus lens 30mm, etc.

2. borrowed objects:

(1). The teachers and students who are teaching or practicing the relevant courses of the department are mainly borrowers. Students are required to pass the certificate of equipment Operation test before they borrow all the equipment .(Students who take our Department as minor and those who take courses of our Department are all in accordance with this method)

(2). Teachers borrowing equipment due to their Industrial-Academic Cooperation cases must be filled out [long-term borrowing list of equipment for Industrial-Academic Cooperation cases], and will be borrowed again after the 2 days of returning for maintenance at the end of each semester.

3. opening hours:

Monday to Friday PM 15:00 ~ 17:00 ,will not be open for the rest of the period

4. borrowing methods:

For student

(1) pre-borrowing

A.Please fill out the equipment application form three days ago and pre-borrow from the school information system (signature of the instructor would be necessary and indicate the purpose), but this is not the case if you need to borrow temporarily due to the lecture.

B.Studio accepts, administrators online review

(2) withdrawal

Approve the certificate to the studio to pick up the equipment during the registration time (need to confirm the equipment with the management personnel)

(3) Return

A.Return to the studio during the registration return time.

B.After The equipment is confirmed by the management personnel and signed,the returning procees would considered finished..

Note: Each group of students must not register for more than three days in a week, and the borrowing time unit is calculated by a daily basis.

(If the project is borrowed for a long time due to a project, it must be signed and instructed by the instructor)

For Teacher

To make an appointment by phone or in person at the Management Centre, you must also pick up the application within the specified time and fill out the relevant equipment lending registration form, which is limited to three days. (The project plan is not limited)

5. cancel appointment

If you want to cancel your appointment, please call us on the day before the registration time. If you do not withdraw the claim after two hours of the borrowing time on the same day, you will be deemed to have forfeited.

6. note:

- (1). It is necessary to pass the certificate exam before borrowed the equipment
- (2). Use photography and various lighting and radio equipment, do not collide, press, or soak.
- (3). Do not adjust the settings within the equipment.
- (4). Do not return the equipment borrowed at the same time in batches.
- (5). If there is any damage or malfunction during the loan, please inform the management honestly when returning, so as to deal with it as soon as possible.
- (6). Equipment is a public asset and is properly used for safekeeping when lending.
- (7). If the equipment is damaged after loan, it must be repaired. If it cannot be repaired, it must be compensated for the same item; and the "Item Damage Report Form" should be filled in to show responsibility.

7. Violation of punishment:

- (1). If the rules are violated, the labor service shall be punished for 2 hours, and the recidivist shall not be borrowed if they are blacklisted.
- (2). The user must bear the responsibility for the maintenance of the equipment, and the equipment damage should be compensated according to the price.