

FIELD EQUIPMENT POLICY & PROCEDURES FAQ

Who will I be dealing with about equipment?

Adrian Mihai, Broadcast Operations Manager - adrian.mihai@nyu.edu

James Berry, Equipment Room - (212) 998-7617 - james.berry@nyu.edu

What are the Equipment Room hours?

The Equipment Room hours will be posted on the bulletin board by the Equipment Room, located on the 7th floor. The Equipment Room is always closed on Saturdays and Sundays. Any changes to normally scheduled hours will be sent via listserv.

How long can I check out equipment for?

Equipment can be checked out for 24 hours on weekdays. Equipment checked out on Friday can be returned on Monday. Equipment can only be checked out by students *currently enrolled* in a production course who are *working on a project* for that course.

Can I use equipment for an extended period of time?

Students can check out equipment for more than 24 hours only under special circumstances and with the following approvals: (1.) written permission from the instructor and (2.) a discussion with Adrian Mihai (adrian.mihai@nyu.edu), Broadcast Operations Manager, about the extended use of the equipment.

Does the Equipment Room provide batteries?

The Equipment Room provides batteries for all cameras, but students are responsible for providing their own AA batteries for any audio recorders, microphones, etc. that they check out.

Do I need insurance for the equipment I'm renting from NYU?

Both undergraduate and graduate students checking out equipment from NYU need to purchase an insurance policy from College Student Insurance (CSI). Check policy, coverage and deductible at collegestudentinsurance.com.

Can I take equipment on an assignment outside of NYC?

Bringing equipment outside New York City increases the risk of loss or damage. We ask that students either show evidence of having an insurance policy or provide a check made out to New York University for the value of the equipment, which the Equipment Room holds on file until the equipment is returned and checked by Equipment Room staff.

How do I reserve equipment?

Call the Equipment Room at (212) 998-7617 at least 24 hours in advance to reserve a piece of equipment at a specific date and time.

What happens if I am late to picking up reserved equipment?

The reservation will be canceled if the equipment is not picked up within a half hour of the reservation.

What happens if I am late for returning equipment?

If you foresee being late with your return, email Adrian Mihai to discuss the situation.

How do I know if the equipment is in good condition upon checkout?

Equipment Room staff tests the full functionality of the equipment together with the student at the time of checkout and demonstrates the proper use, handling and storage of the equipment. They will also answer questions pertaining to the use of the equipment. Adrian Mihai, the Broadcast Manager is available to provide additional instructions.

Under what circumstances is the student liable for repair or replacement of equipment?

In case of negligence, abuse, or mishandling, the student is liable for full repair, or the replacement cost, of the damaged equipment.

What is the importance of the Checkout Form?

The student signs a Checkout Form for each piece of equipment checked out agreeing to:

- Use borrowed equipment only for academic purposes and a faculty-approved project as part of their course assignment.
- Keep equipment secure and in good condition, protected from excessive heat, excessive moisture, dust and shocks.
- Not make any changes, alterations, modifications or repairs to the equipment.
- Return the equipment on the agreed date and at the agreed time, stipulated in the signed checkout form. In case of non-compliance, the student may lose access to NYU equipment.
- Students who encounter problems after checking out the equipment must report all malfunctions, broken equipment and/or technical difficulties at the time they return the equipment to NYU and must show the NYU staff the problem using the same equipment (e.g., CF card, or microphone cable) they used in the field.

What happens when equipment is returned damaged or broken?

The student must advise the Equipment Room by phone immediately of any damage or loss and submit the required written statement describing the situation in which the damage and/or loss occurred. Phone: (212) 998-7617.

- The student must also submit a written statement to Adrian Mihai (adrian.mihai@nyu.edu), Broadcast Operations Manager, describing the conditions in which the problem occurred. If proven that the student used the equipment properly, the student will not be held responsible for normal wear and tear.

What happens when equipment is lost or stolen?

The student must provide the following to Adrian Mihai, Broadcast Operations Manager:

- Prepare a written statement describing the conditions in which the theft or loss occurred. Most police departments outside New York City will give a copy of the report as filed. The New York City Police Department (NYPD) will give a report number, rather than the report itself. A copy of the full report is available 30 days after filing (this step is not required for damaged equipment). File a New York Police Department (NYPD) Report or equivalent with the police department in the town or precinct where the incident occurred.
- File a report with NYU Security (212) 998-2222.

In case of theft, the student will be exempt from paying for the equipment, as long as a police report is submitted together with the written statement describing the event. The student retains full financial responsibility in the absence of a police report.

Adrian Mihai prepares an itemized estimate of the cost of equipment repair or replacement and presents it to the student and to Rose Sculley, Director of Administration. The student pays the expense by money order, or certified check payable to New York University. Once the Institute receives payment, it issues a receipt which the student presents to the Equipment Room to restore equipment checkout privileges.

What if I would like to petition the Institute to dispute charges?

If the student wishes to petition the department to dispute charges, the student must submit a written request to Adrian Mihai, Broadcast Operations Manager, for an appointment with the Review Committee. The student's checkout privileges will be suspended until the Review Committee reaches a decision.

The Review Committee will consider the written statement, the police report and any other documentation submitted by the student as well as the student's oral explanation of events. The student may bring other students to corroborate events. Within a few days, the Review Committee will make a decision about the student's liability.

The Review Committee consists of:

- Stephen Solomon, Associate Director
- Rose Sculley, Director of Administration
- Adrian Mihai, Broadcast Operations Manager

If the Review Committee determines that the student was negligent and caused damage or loss of equipment, the student will pay NYU the full replacement cost or the cost of repairs of the equipment checked out.

What happens if equipment is damaged during a natural disaster?

The student should provide a written report with documentation verifying the natural disaster.

What if I do not pay repair or replacement costs?

The student loses the right to use any NYU equipment until any outstanding case is resolved. In addition to losing equipment checkout privileges, the NYU Bursar's Office will put a stop on the student's account until the student makes full payment. Notify the Equipment Room by email or phone with any change in his or her contact details within 24 hours of such change becoming effective.