

MCC Media Lab & Media Equipment

We are excited to announce the opening of the MCC Media Lab. This document describes the lab and lays out the protocols and procedures by which your students may use the 7th floor media lab and/or check out media equipment from the 8th floor reception desk. The lab and equipment are intended for the sole use of students enrolled in MCC courses that have been specifically designed to involve and support the creation of digital projects.

To be clear, faculty must *opt-in* for their course as they prepare a syllabus, notifying the department administrator (Melissa Lucas) that their students will need access. Once a faculty member has made this notification, students on the designated class roster will be added to the Media Lab access list for the semester.

The Media Lab

The Media Lab is located on the 7th floor of the East Building in room 703a. Equipment available in the lab includes:

- (3) 27" iMac computers
- (1) 27" Lenovo (PC) computer
- connected external drives for student project storage
- Software includes: the entire Adobe Master Collection v. 6 (includes: Photoshop, Illustrator, In Design, Acrobat X Pro, Flash Professional, Flash Builder Premium, Dreamweaver, Fireworks, Premiere Pro, After Effects, Audition, Speedgrade, Prelude, Encore, Bridge, and the Media Encoder); Audacity; MS Office; and Handbrake
- photo printer
- flatbed scanner (11" x 17")

Media Equipment

In addition to the resident Media Lab, a wide variety of equipment is available to your students for check out. In addition to the already existing laptop check-out program, students may obtain access to the following:

- DSLR cameras
- camcorders
- tripods
- audio recorders
- microphones
- digital drawing tablets
- lighting equipment
- SD card readers

How to Access the Media Lab

Hours of operation for the Media Lab are 9:00am-4:30pm, Monday through Friday.

Students should be directed to the main desk of MCC on the 8th floor. A state-issued ID is required. International students are expected to provide their passports in lieu of a state issued ID. Students will provide the ID and an MCC staff member will then provide a wireless keyboard and mouse/trackpad assigned to a specific computer in the lab. When a student has finished using a media lab computer, the wireless keyboard and mouse/trackpad must be returned to the 8th floor and exchanged for the state-issued ID or passport.

File Storage: students are permitted to store media files only in a named directory (student's first and last name) on the attached external drive.

In some situations, such as video rendering, students are permitted to leave a computer process running after the Media Lab closes at 4:30pm and to return upon reopening the next morning at 9am. If a student does not return by 9:30am on the following day, the computer will be reset.

Access to the Media Lab is given on a first-come, first-served basis; however, if the number of students needing access to the Media Lab exceeds the number of workstations, students will be limited to a 2-hour work window. When a student checks in to the Media Lab, staff will note arrival time. Should a queue of students requesting access form, students will be given a 30-minute notice prior to the end of the 2 hour session.

For students requesting access to the photo printer and scanner, a brief orientation to this equipment is required. Students must email mcc.medialab@nyu.edu at least 48 hours in advance, to schedule a brief tutorial.

Students using the photo printer must provide their own photo printing paper stock.

How to Access Media Equipment

Hours of pickup and return of all equipment are 9:00am – 4:30pm, Monday through Friday. Equipment checkout occurs at the MCC Department reception desk on the 8th Floor of the East Building.

To allow students to check out equipment, faculty members must follow two procedures:

1. Opt-in students for a given course
2. Authorize requests for specific equipment

The latter occurs as follows:

Students are directed to email Darrell Carter at mcc.medialab@nyu.edu and to cc their instructor with a request for a specific item in the equipment inventory AND the dates for pick up and return. Darrell or an approved administrative staff member will confirm the reservation by email, indicating availability of the equipment on the requested dates and cc-ing the instructor. Faculty should note this request; should a student request equipment that clearly falls outside of course requirements, faculty are asked to notify Melissa Lucas and Darrell Carter. This establishes both a contract between faculty and student for timely pick up and return of equipment needed for classroom assignments and also generates a reservation for the requested equipment on the date in question.

Should the equipment be unavailable for the requested date, Darrell will notify the student and cc the instructor. Darrell will also notify the student and the instructor should the student fail to pickup or return equipment in a timely manner. It is important to understand that students are checking out equipment under the name of their instructor and the instructor therefore takes active responsibility for this process.

Students may check out any piece of equipment for a 24-hour period during the week. On Friday afternoons, students may check out equipment after 3:30pm to be returned on the following Monday, no later than 10am. If students are late or do not return equipment, the sponsoring faculty member will be notified and will be expected to engage the student and facilitate the immediate return of the checked-out equipment. Students who return equipment late twice will lose borrowing privileges. Students failing to return equipment will have grades withheld. Faculty members are required to communicate these terms in advance of giving borrowing authorization to students.

If faculty wish to give students permission to check out equipment over longer weekend and holiday breaks, a request must be made to Darrell Carter at mcc.medialab@nyu.edu and the instructor at least 72 hours in advance of the holiday. These requests must be approved by the department administrator (Melissa Lucas).

Each item in the equipment inventory has been catalogued, including any ancillaries, such as discs, cables, carrying cases or instructional manuals that are included. Students should check the catalogue upon check out to verify that all items belonging to a piece of equipment are present upon check out. And all items will be inventoried upon return. Equipment returned must include all items included in the catalogue. The equipment is not considered returned until all items in the catalogue have been returned.

Special advance permission is required to check out the lighting kit, as students will require a brief orientation to its use and care. Requests for the first time use of the lighting kit should include a request for an orientation and be made at least 72 hours in advance of the desired check out.

File Storage: students must provide their own SD cards for memory and file storage. Any equipment returned will be returned without any stored files. SD card readers are available for one-hour, on-site check out. They may not leave the Department. Students must provide a state-issued ID or passport to check out SD card readers. Please note: if a student intends to use a single SD card for different types of equipment, all files should be copied from one piece of equipment before using a second. The equipment will format discs differently and erase any previously stored files.

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We encourage faculty members to spend some time in class demonstrating any equipment that students will be expected to use to complete assignments. On a limited basis, Prof. Jamie “Skye” Bianco (jamie.skye@nyu.edu) is available to provide basic, half-hour introductions to the Media Equipment. These introductions would be scheduled prior to the start of the semester and will take place during a regularly scheduled class meeting.

Faculty may borrow equipment for in-class demos by contacting Darrell to reserve and check-out equipment for the time needed.