



Electronic Media and Film
Production Labs

Creative Hub for Audio, Media Creation, Broadcast and
Digital Cinema Production.

EMF Policy Handbook

Media Center Room 007 & 008
410-704-2592

Website - towson.edu/emf

Online Booking - towson.siso.co/emf

Instagram — [instagram.com/tuemfproductionlabs](https://www.instagram.com/tuemfproductionlabs)

The EMF Production Labs are the creative and production hub of the EMF Department. Providing production and postproduction tools, creative spaces, safety information and community for the EMF Department. Located in the Media Center, the Production Labs house editing labs, audio studios, TV studio, classrooms, creative spaces, and our equipment room (The Cage).

All Towson University EMF Students and guests who use the Production Labs agree to the standard procedure stipulated in this policy. Any refusal to follow policy will result in loss of access to the Production Labs. For courses requiring groups to be responsible for equipment or facilities, the group will be considered “the user” within this document. All group members are equally responsible and liable for all policy, equipment and facilities. EMF Production Labs can make, change or cancel any reservation. EMF Production Lab Policy is fluid and can change throughout the semester without notice. We recommend checking regularly to stay up to date. Guests are the responsibility of the user.

Hours:

EMF Production Lab hours can be found on our online resource booking system towson.siso.co/emf. Hours are subject to change without notice.

Getting Started:

Activating your EMF Production Lab Account

Students are required to pass an EMF Production Lab Policy and Set Safety Test each semester in order to access equipment and facilities. The Policy and Set Safety test is incorporated into the EMF Siso Store (www.towson.siso.co/EMF). The Emf Production Policy and Set Safety Handbook can be found on the [Production Lab Blackboard page](#). Once the Production Lab Policy & Safety test is passed with an 80% or better, your Siso account will be activated.

If policies change, or there are ongoing issues, the EMF Production Labs may set up other tests during the semester. These will auto populate at sign in. Additionally, some facilities and equipment will have tests that will have to be passed before they can be reserved.

What you need to do:

1. Enroll in blackboard. Blackboard.towson.edu. Search Organizations for EMF Production Labs.
2. Read the EMF Lab Policy and Set Safety handbook located in the content section of the Blackboard.
3. Log into towson.siso.co/EMF and take the test.

This video covers the process <https://youtu.be/ac9RvfeDaG8>.

The EMF Production Lab Policy and Set Safety Test covers the information in this handbook and the EMF Set Safety Policy. Students who do not complete or pass the test will not be granted access to any EMF resources.

The Blackboard EMF Production Lab Organization also has tutorial videos and practical tests used for specific courses. It is recommended that all students join and check periodically for helpful information.

All users are inactive at the start of the semester. Users are put into courses based on their enrollment, and equipment access is based on what courses users are currently taking. Peoplesoft enrollment does happen until the day after add/drop. If equipment or facilities are needed the first week, please the staff in the Production Labs.

Siso - Online Resource Booking System

EMF uses an online resource booking system named Siso. Users can make reservations by coming in person to the Production Labs or the user can make reservations on any computer by going to towson.siso.co/emf. If the “EMF” is left off the address, then users will be sent to the Student Computing Service (SCS) Store Front and will be reserving SCS resources, not EMF resources. At the login page there are several links to helpful resources including live Audio Studio usage page that displays the reservations for that day in all our audio spaces. For more information on how Siso works, log into the EMF storefront and click the circular, blue light bulb icon.

SISO INFO

1. Rooms and Equipment access is based on course enrollment. Any EMF Student can log into the store, but you will only see equipment your courses have access to.
2. Equipment is referred to as “stock” and labs and studios are referred to as “rooms”. This is set on the "Booking Page" when you set your hours.
3. The store clock is based on a 9-hour day, so any reservations for longer than 18 hours will receive an error. 18 hours translates to 2 nights apart from Thursdays and Fridays.
4. **Equipment can be reserved from Monday-Wednesday, Tuesday-Thursday, Wednesday-Friday, Thursday-Monday and Friday-Monday.**
5. We are open on Saturdays for facilities only. Hours vary by semester and demand.
6. Equipment and facilities must be scheduled for a specific pick-up time. Failure to arrive at the scheduled time will result in a cancelled reservation. The reservation can be rescheduled for following day if the Production Labs are open.
7. All equipment and facilities must be scheduled for a specific return time. Failure to return on time will result in banning.
8. You must pick up room reservations within 15 minutes of your start time. After 15 minutes, your reservation will be cancelled. You can adjust your reservation before you're late from your Siso Account.
9. All equipment reservations must be made at least 4 hours prior to the pick-up time.
10. All stock reservations must be made a minimum of 2 hours prior to the start time.
11. Walk-ins are only allowed for MC008 lab computers and the following single item equipment/kits: Zoom H4n kits, microphones, stingers, sandbags, t3i kits and reflectors. All other walk-ins will be turned away. It is still recommended to make a reservation for all equipment and facilities to guarantee availability. .
12. Any issues with Siso must be dealt with in person at the Production Labs location in Media Center Room 007. We do not make or amend reservations over the phone or email. Do not call or email.

13. The log in page is full of helpful information. It contains our hours, contact info, links to the EMF Policy, terms and conditions and live calendars for the Audio Studios and Whisper Rooms.
14. The log-in page is where we will update hours and give notices.

What You Need:

OneCard:

All users must present their TU OneCard upon arrival to checkout equipment or use any facility. For TU students, no other form of ID or collateral will be accepted. The user will not be granted access to studio and lab reservations or be allowed to checkout equipment without a OneCard. Even if we know you. This is not negotiable. Arguing will result the cancellation of any reservations. Non-EMF students must also present a OneCard or State issued ID. Non-TU affiliates must present a State issued ID. No other forms of ID will be accepted. Non-TU affiliates are required to sign a waiver. Failure to checkin any users, will result in the immediate removal of all users for the reservation, and loss of access to studios and labs.

Each student will be checked in Siso. Banned students will not be allowed into any EMF facilities unless accompanied by the professor for the class they are working on.

Hard Drives -

All students using EMF Production Lab facilities must use an approved, student provided drive to always store their files on. Saving or writing files to the department's computers is not acceptable.

Approved drives must either be Solid State Drive or spin at 7200rpm. The recommended connection type is USB-C, Thunderbolt 3 or USB3.0. Computers in labs are upgraded at different intervals, so some computers may have different connections available. We cannot guarantee an adapter will be available.

Using a slower drive can result in file loss and system errors while working. This drive will be vital to your success in the EMF program. Do not go with the cheapest option or sketchy brands on amazon. It's recommended that students have a second drive for backing up. You can also back up to your TU Onedrive account. Students not using a drive will be asked to leave and will be made inactive until they have an approved drive.

Headphones – No Bluetooth.

It is the responsibility of the student to supply his or her own headphones. The EMF department does not supply headphones in editing suites, audio labs or with equipment. All students using the EMF editing suites must use headphones.

It is recommended that the student do research and purchase headphones of high quality. Low quality headphones will not allow you to mix or record properly, as certain frequencies will be inaccurate causing your recordings to sound “bassy” or “tinny.” These will be the headphones you use for all field audio and studio recording and mixing sessions, so choose carefully. We do not currently support Bluetooth/wireless headphones.

**** Full size stereo headphones that fit around or on your ear, and do not have emphasized bass or noise cancelling are strongly recommended. ****

Other factors to consider when researching headphones:

- - Full range frequency response (as flat a line as possible in the frequency response)
- - Comfort - make sure they rest lightly and comfortably on the ear, creating a controlled environment for better sound.
- - Connectivity - ability to either use ¼” or ⅛” (3.5 mm) connectors (may need adapters)
- - Cable length - longer is better, so you have slack while moving. Some headphones will allow you to choose between coiled or straight-length
- - Portability – Can they fold? There might be a trade-off between the portability and comfort of the headphones.

EMF Production Lab Spaces:

Audio - Television - Post - Creative

The EMF Production Labs house several spaces for all aspects of audio and video production. Editing labs, TV studio, audio suites, recording studios and creative spaces for group meetings are all available to our students. These facilities are only available to EMF students, but access is limited to course enrollment.

EMF Production Lab Facility Requirements:

EMF Production Labs reserve the right to refuse access to any user. No food or drink is allowed in any facility. All facilities must be cleaned up prior to the end of the booking. All interactions with Production lab staff must be professional and courteous. Any rude or aggressive behavior will not be

tolerated. Any behavior or action deemed inappropriate will result in the banning of the user's account. The EMF Production Spaces are shared spaces. Be respectful and courteous to other users, faculty, staff, and adjacent offices.

Software:

The EMF Production Labs support the following software applications on all or some of our computers: Adobe Creative Cloud, Pro Tools, Reason, DaVinci Resolve, Avid Media Composer, Reaper, DragonFrame.

Adobe Creative Cloud- Towson University's Licensing and Compatibility:

"Adobe CC software installed on university computers is an enterprise version and works differently than Adobe software installed on personal computers. With Adobe software that is purchased and installed on personal computers, Adobe distributes and automatically installs the latest application versions and updates continuously. This may present compatibility issues when sharing or using Adobe files on university computers because Adobe software is only upgraded at Towson each summer.

To avoid compatibility problems when sharing Adobe files at Towson, consider only using university computers to create Adobe files. When sharing an Adobe file from a personal computer with someone using a university computer, the file may not open on the university computer."

EMF Facility Policy:

Audio - TV - Post - Creative.

The EMF Production Labs have a diverse array of studios, labs and creative spaces available to users. Labs and policies will change throughout the semester without notice. Facilities hours and access can change throughout the semester. Any affected users will be contacted about any changes.

Production Lab reservations must be made a minimum of 2 hours prior to the desired arrival time. Reservations are limited to 6 hours at a time and 12 hours per week, per course, but this is only enforced when facilities are busy. Siso will limit hours when making reservations, but the EMF Staff can extend any reservation if they are available. EMF Production Staff reserve the right to book, cancel, amend or deny reservations for any EMF Production Facility for any reason deemed necessary without notifying the user.

There is no food or beverages allowed in any EMF Production Space. Water in a sealable container is the only exception to this policy. Violators will be asked to leave, and all reservations for that day will be cancelled. Multiple violations will result in being banned from the EMF Production Labs.

Users have 15 minutes from the start time to check in to their Room reservations. After 15 minutes the booking will be automatically cancelled, and other users will be able to reserve that booking time. Users can adjust their booking times prior to when they originally scheduled the start time. Once the booking has begun, whether picked up or not, users will not be able to adjust their times. If the reservation is auto cancelled, the booking will have to be rescheduled. Users cannot amend reservations over the phone. That can be done through the siso site or in person.

All reservations end 10 minutes before the scheduled time. If the reservation is from 10:00am-1:00pm, the user should be out of their facility reservation at 1:00pm and not packing up.

NOTE: Studio spaces can be complicated and require training. Most training is done in class but should also be done by the student prior to starting course projects. Learning how the studios, software and equipment work is on the user. Users should plan to properly learn how the studios and software work. The EMF Student Production Lab Staff

are students and not professional support. They will do their best to help troubleshoot issues, but it is up to the user to be knowledgeable on all facilities and equipment. Please report all issues to the staff, and your instructors, so that we can make sure all studios are in proper working order.

Studios must be left in proper order. All trash picked up, chairs put back, microphones put back to their proper slots, cables properly coiled and put back, and other equipment should be put back as well. Failure to do any part of this will result in, loss of access, and temporary account ban. The facilities should be treated in a professional manner. Non-professional behavior and treatment of spaces will not only impact your work, but other users work as well.

No personal property can be left in any EMF space. Users cannot leave any personal items at the cage for safe keeping, or for someone to pick up later. The EMF Production Lab Staff are not responsible for any items left in any spaces.

No filming in Audio Studios or Labs.

Facilities:

MC008 Editing Labs - The MC008 Editing Labs are available for a variety of post-production users. There are 18 iMac computers available in this space. Each computer has a single chair, so larger groups of users can be intrusive. Please try to limit the number of users at each computer. However, we will do our best to accommodate all group sizes. Each computer has Adobe Creative Cloud, Pro Tools, Reaper and DaVinci Resolve. A select number of computers have Izotope plug ins. There are no assigned seats, and users can sit at any open station.

Users must use headphones while working. Users not using headphones will be asked to leave. Each computer has an audio amplifier to accommodate multiple headphones at once. These amps will typically have both ¼” and ⅛” inputs. If no ⅛” inputs are available and one is needed, see the cage for an adapter. Do not unplug the cable from the computer to the amp. The constant unplugging on the computer can break the port on the computer. Always use the amp to plug in headphones. Always, always use headphones. The EMF Production Center does not provide headphones.

Be sure to log off when does using computer. Staying logged in can put personal information at risk.

Copy stands are available for select stations. Each copy stand has a DLSR and Dragon Frame controller. These components should not be removed or unplugged. Please see the Production Lab Staff if you have questions.

MC008 Immersive Audio Suite - The Immersive Audio Studio is a mix use audio space located in MC008. The Studio is designed for surround and stereo audio mixing, but can be used for sound design, rough cut meetings and post meetings as well. Rough Cut and Post meetings must have an EMF faculty or staff member present. This studio has Pro Tools HD, an AVID S4 console and surround speakers.

MC006 Recording Studio and Classroom - A multi-use space that serves as a classroom and a studio for recording and mixing. MC006 runs PTHD an evolving list of plugins. There is a variety of studio quality microphones available to qualified users as well. At the heart of the studio is an Audient AWS124 mixing board. Due to the advanced nature of the equipment in MC006 practical testing or certification may be required before access is granted.

MC001 Studio - Audio studio located in our audio spaces. MC001 Studio provides a space for recording and mixing. The studio has a 10x10 whisper

room for drums and other excessively loud instruments, so there is no disturbing other studio users and surrounding offices. A cart with studio quality microphones and headphones are located in the closet. MC001 Studio runs ProTools Ultimate and has an SSL.

Whisper Rooms - These sound isolating booths provide students with an acoustically treated space for simple recording setups and mixing. There are 4 whisper rooms total, that each have Pro Tools and USB interface. Whisper Rooms 1 and 3 are set up for 2 users and Whisper Rooms 2 and 4 are set up for 1 user. **Please note that capacities can change without notice. Capacity violations can result in long term loss of access.**

Foley Studio - The Foley Studio is a studio designed for all your audio for video needs. ADR, voice over and sound creation, this studio can help with all aspects of audio creation, and post audio for video.

Users are responsible for all equipment, furniture, and technology in the studio during their use. Any damaged or missing equipment, furniture or technology will be the responsibility of the user. Extreme cases will be reported to TU Police. The user should take 15 minutes at the beginning of their reservation to check through the room. By using the studio, the user is accepting that it is in proper working condition and all components are present.

All talent and guests must present either a OneCard or State Issued ID before entering any EMF facility. All group members must check in with the labs before entering any EMF facility. Non-TU affiliated guests must sign a waiver. Failure to sign the waiver, check in, or proceed without the proper ID will result in loss of access to all EMF facilities.

Users recording drums, guitars and other loud audio can only be done so on Friday evenings and weekends. The Media Center is a shared space and any disruption to classes, offices, staff, or other students will not be tolerated. If we receive a complaint, the user will be asked to discontinue the cause of the complaint. If the noise is not stopped, the user

will be asked to leave, and their account will be banned for a minimum of 2 days.

All reservations must conclude 30 minutes before the Production Lab closing. All studios should be clean, microphones and other equipment should be put away and users should be out of their reserved studio 15 minutes before closing, so Production Lab Staff can close. Users who are still at their studio at the time of closing, will be banned for a minimum of 2 days. Users who stay past closing, argue and/or give any attitude will be banned for longer depending on the severity of the infraction.

MC001 Studio and MC006 Studio have microphones available to qualified users. These carts are a separate checkout from the studio but can only be used with the studio reservation. Microphones, cables and stands cannot be used between rooms. Users who move any equipment or furniture between any EMF facilities will have their EMF account banned for a minimum of 2 days. The microphone carts must be gone over with an EMF Production Lab Staff member prior to use, and then again at the end of the reservation. Any missing microphones or cables will be the responsibility of the user. It is up to the user to check all microphones at the time of sign out.

MC001 Door must remain shut and always locked. Propping the door or rigging it to stay open is strictly prohibited. If the door is propped or rigged open, ALL current users will be asked to leave the studios for the remainder of the day. Any students caught propping or rigging the door open, will result in a minimum 5-day ban.

Each studio has a set number of chairs. There are folding chairs located near the emergency exit if needed in MC001. Do not remove chairs from any studios. If you use an extra folding chair, please put it back when you are done. Moving chairs (non folding) between studios will result in immediate removal from the studios, and a two-day ban.

TV Studio - TV Studio provides a space for four distinct uses: classroom, TV Studio, green screen and production space. Each use requires different approval and permissions. The classroom is available only to faculty and

department use. TV Studio uses a Tricaster ND1, a board-controlled lighting grid and wireless/wired microphones and audio mixer. To use the TV Studio students must pass a practical exam to gain access. The green screen is available to students taking VFX 1 & 2. Non control/greenscreen access can be requested, but users must prove the need is required, and may have to have staff, at an additional cost to the student, or a faculty member present. All requests must be made at least 1 week prior to the date needed.

TV Studio Policy

Users are responsible for all equipment, furniture and expendables in the studio during their use. Any damaged or missing equipment, furniture or expendables will be the responsibility of the user. Extreme cases will be reported to TU Police. The user should take 15 minutes at the beginning of their reservation to check through the room. By using the studio, the user is accepting that it is in proper working condition and all components are present.

TV Studio users must undergo basic TV Studio training before the TV Studio can be reserved at all. This training will vary depending on what the use is. Training may require several sessions, so all reservations must be made with as much notice as possible.

The TV Studio is available to students in approved courses pending Production Lab approval. The TV Studio can be used to complete productions requiring the green screen, TV Studio operation and approved casting events. All requests must be made through the Production Lab Supervisor. Requests must have a faculty sponsor and may require a faculty member to be present during production. The TV Studio is not available on nights or weekends without a faculty member present.

The studio is not available for student screenings or events. It cannot be booked through 25live.

All TV Studio Reservations must conclude 30 minutes prior to closing.

The TV Studio may be available to students for approved productions outside of regular Production Lab hours.

Outside access must be approved by the Production Lab Supervisor and the instructor prior to submitting the request.

1. Productions must submit a list of all cast and crew that will be present. Any non-TU students on set will have to sign a liability form prior to the requested date(s).
2. Productions must either find a faculty representative to be present for the entirety of the studio use.
3. The staff is there only to monitor the space. They are not extra crew or support.
4. All forms and requests must be submitted at least two weeks before your requested date. Any requests made less than two weeks before your requested date, will not be accepted.
5. At least one member of the production must be ladder certified. Training requests must be placed at least 10 days prior to the requested date.
6. This is not a film production soundstage. No fog, paint, glitter, confetti can be used in the studio. No alcohol, tobacco, marijuana, vapes can be used in the studio.

Facilities Procedure:

Checking in - Users must check in for their reservation at our Production Labs (MC 007) and checking in with the Production Labs Staff. All users must present a TU OneCard to check in. Users who fail to check in for their reservations at the Production Labs and who, instead, proceed to use the facilities will be asked to leave, made delinquent for 2 full business days and will have all future reservations cancelled.

Groups working in the labs will have to all be activated to be allowed access to the Production Labs, and ALL users that will be in the facility must leave their OneCard. All students will be checked that they are active in the Siso EMF system. Students that are not active will not be granted access to any EMF facility. Performers not enrolled in any EMF production course,

must be requested 1 week prior to be approved. Unapproved guests will not be granted access. Guests must provide a valid TUID or State issued ID. Non-TU affiliated users may be required to sign a waiver. This must be done at least 48 hours prior to studio usage. Non-affiliated users that have not signed a waiver, will not be granted access. Waivers are required for any non-TU affiliated person that is doing more than standing or sitting in a facility. Performers using or operating any equipment must sign a waiver. Please see the non-TU affiliated users section of this policy for more information.

Do not remove chairs, mics or cables from other studios, classrooms or whisper rooms. Doing so will result in immediate dismissal and a minimum 2-day ban. Folding chairs for the Audio Labs in MC001 are in the alcove next to the emergency exit.

Checking out - When a facility reservation is finished, the student must come and sign out of their space. If the student was using a studio, the space must be checked before leaving. These spaces include: MC001 Studio, MC006, Foley Studio, Whisper Rooms, Surround Sound Suite, TV Studio. If any of these spaces are not put back properly, the student will lose access to all facilities. There should be no trash, outside objects, extra chairs and the studio should be left clean and organized.

When finished everything should be put back properly. Below is a quick reference for each space. Each space is not limited to the items in these lists, and any other issues concerns may result in loss of access.

Whisper Rooms:

- Any saved files on the computer must be deleted. Soundly files, imported and bounced files. Computers are wiped frequently.
- Logged Out of the Audio User
- Chairs Put back. All folding chairs must be put back in the alcove by the emergency exit. WR1 and WR3 have 2 office chairs. WR2 and WR4 have 1 office

chair. Do not remove the office chairs from any studio. Doing so will result in immediate dismissal from the labs and 2-day ban for users.

- No trash. Food and Beverage trash will result in immediate 5-day ban. NO FOOD OR DRINK IN THE STUDIOS.
- Extra cables, mics or audio devices should be unplugged and returned.
- All issues should be reported to the labs

Audio Studios:

- Saved files must be deleted. This includes Soundly files, imported files and bounced files.
- Mics put back in their cart or closet.
- Cables are coiled and put back.
- Headphones are put back.
- No trash. Food and Beverage trash will result in immediate 5-day ban. NO FOOD OR DRINK IN THE STUDIOS.
- Boards covered.
- Chairs Put back. All folding chairs must be put back in the alcove by the emergency exit. Do not remove the office chairs from any studio. Doing so will result in immediate dismissal from the labs and 2-day ban for users.

TV Studio:

- All Cameras must put back in proper position.
- All Cables must be properly coiled and put back.
- All Trash must be removed the room
- Floor must be swept.
- All Control Room components must be turned off.
- Chairs put back.
- Set pieces must be put back properly.
- Any outside props must be removed.
- No items may be stored in the room.
- No trash. Food and Beverage trash will result in immediate 5-day ban. NO FOOD OR DRINK IN THE STUDIOS.
- No glitter, confetti, smoke, sand or paint may be used the TV Studio.

Advanced 008 Labs:

- Keep all copy stand cables and components organized.
- Plug in anything that was unplugged
- Clean up all materials used.

- Turn off all components.
- NO FOOD OR DRINKS

Creative Spaces:

- Chairs put back properly.
- Turn off any equipment.
- Log out of computers.
- Clean all trash.
- Clean any surfaces.
- Bill Horne and MC008 can have food. Clean up any food and beverage trash.

Production Equipment Policy -

Audio, Camera, Lights, Grip and more

The EMF Production Labs have a wide variety of professional equipment available to EMF student in production classes.

All equipment access is based on course enrollment. To see what equipment is available, log in to the EMF Siso. Access to equipment outside of enrolled courses is not granted. Users who borrow EMF equipment may only use it for academic purposes and only for the faculty-approved projects that are part of course assignments. Users must return the gear in the same condition as when it was checked it out and must return it on time. In the case of negligence, loss, abuse, or mishandling, the student is liable for full repair, or the replacement cost of the damaged or lost equipment. EMF Production Labs reserve the right to make, cancel, amend or deny any reservations or requests for any equipment or facility.

Reservations are limited to one piece of equipment per equipment category. For example: one camera, one light kit per reservation. Some categories allow for multiple of that type but will vary depending on the category. For example: 3 lenses, 3 c-stands, 3 microphones. For other specific amounts, please see the Siso store or EMF Production Lab Staff. To allow for equitable equipment access to all EMF students most equipment quantities are limited. Quantities may change without notice.

The proper care and usage of equipment is the responsibility of the student. Misuse or improper care that leads to damage will be the responsibility of the student. Training is available in class, at the labs or in boot camps. Make sure you and your group have a basic understanding of the equipment before use. “I/we didn’t know how to use it.” Is not an excuse.

Equipment kits contain equipment and accessories that are necessary for the kit to work properly and meet the needs of the course work. The equipment and accessories are professional items and can be expensive and fragile. It is the responsibility of the student to know how the equipment goes into the kits and which items go in which kits. Failure to properly put equipment back properly, will lead to loss of access to equipment.

Booking:

Reservations can be made by going to towson.siso.co/emf, or in person at the EMF Production Labs (Media Center rm007). SiSo is the University’s Online Resource Booking Service (ORBS). We request all EMF students who require equipment for their courses to make reservations using ORBS. EMF Production Labs reserve the right to cancel or amend any booking for any reason. All bookings are subject to verification at time of pickup.

The Production Labs reserve the right to make or amend reservations in the user’s name without their permission for courses that require specific equipment that need to remain regulated. These reservations are place holders to guarantee equipment access, and to help with planning. These reservations can be amended only by the user whose name it is under and the Production Labs Staff. In most cases this will be the Producer of the project. The reservation can only be picked up if that user is present. In the case of group work, the reservation is a placeholder for the group, and will

not be checked out unless all group members are present, and all agree and sign for the equipment/facility. For EMF367 and EMF473 the group is seen as the user and are all equally responsible for the equipment and EMF Policy.

To sign in to towson.siso.co/emf use your TU NetID. All equipment bookings are listed under “stock” and studios are under “rooms” in the dropdown menu.

All reservations must be made a minimum of 4 hours prior to the desired pick-up time. Unscheduled walk-in pickups are available for Zoom h4n kits, single microphones, stingers, sandbags and reflectors. No exceptions.

All equipment reservations must be set for a specific pick-up and return time. The user will select their pick and return time. There are 3 pick-up slots available every 30 minutes starting at 11:00am until 6:30pm. There are 4 return slots available every 30 minutes between 9:30am and 2:00pm. **Equipment must be picked up and returned at the selected times.** Late pick-ups will have to wait until the staff can accommodate the checkout. Reservations will be automatically cancelled if not picked up within 2 hours. Cancelled reservation cannot be rescheduled until the following day if available.

Late returns begin 10 minutes after the scheduled return time. All late returns will result in a 5-day ban from all EMF Production Lab resources.

The EMF Store is set to “working hours” and not a 24 hour period. If you attempt to book an item from Monday-Friday, you will get a notice stating the longest you can book for is 18 hours. 18 hours is still 2 nights, or the weekend (Friday-Monday). The maximum times are listed below.

Reserving equipment for other anyone else under your name is strictly prohibited. You are responsible for all equipment checked out under your name. If equipment is checked out under your account and someone else breaks, loses, or steals the equipment, you are responsible.

All Equipment and Facilities reservations are limited to availability. **No reservations or changes to reservations may be made over the phone. Any reservations or changes to reservations must be made in person or through towson.siso.co.emf**

Equipment Collection

It is the responsibility of the user to ensure the equipment is in proper working order, and no part of any of the kit(s) is missing. If the user returns any equipment broken, missing items or late, the user will be financially responsible. In extreme cases, users may be banned for a period, or for good.

Equipment may be reserved for a maximum of two nights except for Thursday and Friday. Thursday and Friday equipment reservations are due back on Monday, or earlier. There are no equipment checkouts/ins on Saturday. Equipment can always be returned early.

Maximum checkout times are Monday-Wednesday, Tuesday-Thursday, Wednesday-Friday, Thursday-Monday, Friday-Monday.

Students may pick up their reserved equipment at the equipment cage (MC 007) at the time of their scheduled pickup. Do not arrive early and do arrive late. If reservations are not collected within 2 hours, bookings will be cancelled. If you cannot make it by then, please adjust your collection time, if possible, using ORBS. Equipment is due back at the scheduled return time. There are no exceptions to this. Do not ask. Late returns will result in an immediate 5-day ban from all EMF Production Lab resources per day late.

Late pickups will be done when the staff can accommodate them. If the labs are busy with check ins/outs or other duties, users will have to wait.

Users must know which equipment they are looking for and should understand how to operate that equipment. Towson University EMF staff

have the right to test the student's knowledge of the equipment and the right to refuse the release of equipment to students who cannot demonstrate their ability to operate the equipment properly.

***** Users must set up and test all equipment prior to signing for the equipment. It is the responsibility of the user to make sure all equipment is working and all parts are present. *****

If equipment is returned broken, or missing any piece, the user will be held financially responsible. This is taken very seriously, and the Production Labs will not remove any fines for broken or missing equipment. "It was like that when I checked it out", "It wasn't there when I checked it out" are not valid reasons. Any broken or missing parts must be noted by the Production Lab Staff on your agreement form. Broken or missing parts will be evaluated by staff to determine if it can be replaced immediately, or if can go out as is, but will be noted on the agreement form. If it is not noted on the agreement form, it is the responsibility of the user.

No equipment can be removed from the Production Labs prior to signing. Users that begin loading equipment before signing, will be banned, and have that checkout terminated.

Equipment Pick Up:

- Check in with your OneCard with the EMF Lab Staff. The staff will direct you to your equipment or prepare it for you if it hasn't been picked yet.
- Check that all kits are present and then go through each kit and item.
- Kits will come with sheets that list the contents of the kit. If there isn't one available, they are also listed out in Siso under the item's information.

Camera Kits – Check that everything on the list is present. Turn on the camera to make sure it powers on. Check the LCD screen for scratches.

Check and format the memory cards. Double check all screws and plates. Check that the tripod properly tightens.

Lighting Kits- Check that all kit components are present. Turn on each light and test any functions the light may have such as, focus/flood, bi-color, dimming, RGB controls... Check that the stands properly tighten.

Audio Kits- Check that all kit components are present. Check that that the recorder turn on. Toggle phantom power and test the microphones. Check and format the memory cards.

Stands- Check that screws, heads and mounts are present and tighten properly.

Other Equipment – We have a lot of grip, audio, camera and support equipment. You should be at least somewhat familiar with everything you are taking out. Check all components and make sure the item functions as intended.

- Any questions about equipment should be directed to our EMF Staff. Please note that most of our staff are students. They are not expected to teach students, but to provide basic support.
- Report ALL issues to our staff. We will do our best to fix the issue, replace the item or note the issue on your checkout, so you are not responsible for it when you return.

Terms and Conditions:

Terms and condition are fluid and can change throughout the semester without notice. It is up to the user to read the Terms and Conditions each time before signing. By accepting any EMF equipment or using any EMF facility, the user agrees to follow all Terms and Conditions.

By using any EMF Production Lab equipment or facility you, the user, agree to the following terms and conditions. The user also agree to follow Production Lab Policy laid out in the EMF Production Lab Policy and Handbook. The Terms and Conditions can change as deemed necessary.

1. The user agrees to follow all EMF Production Lab policy listed here and the EMF Production Lab Policy available at towson.edu/emf. Failure to follow any EMF Policy listed here, in the EMF Policy or course syllabi may result in fines and/or the user being banned from all use of EMF equipment and facilities.
2. Users that book online using the Online Reservation Booking System(ORBS) at towson.siso.co/emf agree that reservations booked online are subject to verification at pickup and can be changed or cancelled without notice to the user.
3. The user agrees that they must be activated in the towson.siso.co/emf system prior to using any EMF resources.
4. The user agrees that they are responsible for the security of the equipment and accepts liability to loss, non-return, damaged or confiscated items left unattended. The user will be charged for full replacement or repair of equipment that is lost, non-returned, damaged, or confiscated.
5. You agree to return the equipment by the agreed date and time, stipulated in the signed check out form. (In the case of non-compliance the student EMF Production lab account will be banned for a minimum of 5 days per day late.) Late returns will result in the user's account being banned for 5 days. After 5 days the full cost of the equipment will be charged to the user's bursar's account. EMF will no longer be involved in the collection of the fine and Campus Police will be notified.
6. The user agrees to check through and build all equipment prior to signing for the equipment. Once the user takes ownership of the equipment, they are responsible for the equipment and agree that the equipment was in proper working order with all components.
7. The user acknowledges that leaving any facility or equipment in an improper and/or unclean condition will result in a \$10 cleaning fee, and/or loss of EMF Production Lab access.
8. Users agree to pick up equipment reservations at the booked collection time.
9. Users agree to pick up facilities within 15 minutes of the collection time. Failure to collect or cancel facility reservations multiple times can result in loss of access to all facilities.
10. The user acknowledges that any blatant misuse of equipment, resources or facilities will result the loss of all EMF Production Lab Access.

11. Users agree to treat all Production Lab Staff and other users with respect. Rude behavior, unwanted physical contact and/or aggressive actions will not be tolerated. Failure to do so will result in immediate banning of all Production Lab Facilities for the remainder of the semester and will be reported to the Office of Student Conduct.
12. You agree to advise the Production Lab immediately (410) 704-2592 of any damage or loss and will submit the required written statement describing the situation in which the damage and/or loss occurred.

Batteries and Expendables

Batteries are charged as they are returned, but a full charge is not guaranteed. Please plan accordingly. The Productions Labs do not supply or sell disposable batteries. Disposable batteries are the responsibility of the user.

Lenses are not cleaned by the Production Labs on a regular basis. Users should take the time to clean the lens before each use, and as frequently as necessary throughout the use of the lens. Please see the lens care guide at the end of this document for more information on proper care.

Expendables such as clothespins(C-47s) and gels can be obtained at the time of checkout for free. Users requiring a large amount of gels or C-47s will have to provide their own. The Production Labs will only supply enough for the lights on the reservations. If users severely cut or damage a large amount of gels, they will be charged for replacement.

The Production Center does not guarantee any type of gel will be available at the time of checkout. If a specific color or type is needed, please see the Lab Supervisor at least 2 weeks prior to need. Some specific colors and types of gels can take up to 14 days to arrive.

Missed Equipment Reservations -

Users that book equipment and do not pick up will be penalized. After the first missed equipment reservation, the user will be banned for 1 business day, after the second missed reservation, the user will be banned for 2 business days, and so on until 5 reservations are missed. After the 5th missed reservation, the user will be banned for the duration of the semester or will be required to collect all gear Ad Hoc. Meaning the user cannot book in advanced, but only pick up what is available at the time of need.

The solution to avoid this, is to cancel any reservation using your Siso Account when you realize you cannot make your booking.

Repossession:

If EMF staff find equipment left unattended anywhere on campus, or elsewhere, the student will lose all access to EMF equipment. This includes in the halls, labs or anywhere else where it's security cannot be guaranteed.

Equipment Returns:

When equipment is returned to the equipment cage (MC007) a Production Lab Staff must check it in. Users returning equipment should be present throughout the duration of the check in, but it is not required that they are. Equipment should be returned in an orderly and free of foreign materials. Students who return gear in a disorderly state will be asked to organize the equipment and will be cited a violation for mistreating equipment. In certain cases, the user can be charged \$10.00 for a cleaning fee or lose access to equipment to be determined on a case-by-case basis. Equipment is fragile and needs to be put away properly to prevent damage. Failure to do so can result in loss of access or fine.

Equipment must be returned at the time stipulated in the reservation. Late returns will result in the banning of the user's account for 5 business days.

Weekends and holidays do not count towards the ban periods. If the equipment is not returned within 5 days, the full cost of replacement for the items will be charged to the user's bursar's account. EMF will no longer be involved in the collection of the fine, and the user will have to work out payment with TU.

Equipment is used by other students and is needed for in class instruction. Late returns affect access and turnaround time. Students with 3 or more late returns will be considered repeat offenders and will face longer or permanent ban.

The user sets both the return and pick-up time when creating the reservation, so please schedule appropriately for the needs of your production. Failure to select the correct pick-up return time is the fault of the user.

Any problems or issues the user had with the equipment should be reported during the check in if not before. If a problem or issue is found by the lab aide that has not been reported by the student, the student will be held responsible for the damages/missing equipment. Reporting of broken/missing items does not mean the user will not be held responsible. Non-reported issues will not be investigated, and users will face all penalties.

Equipment cannot be checked in until all gear is present and accounted for. If equipment is checked in with pieces missing, the student assumes financial responsibility for the replacements. If the student returns missing equipment before a replacement has been purchased, the student will be responsible for any late fees that would have accrued up to the cost of replacement.

While students may have someone else return equipment on their behalf it is not advised. Financial responsibility for the equipment will remain with

the student who checked it out regardless of who returns it. Students who return equipment on someone else's behalf may not dispute fines or fees placed on the borrower's account.

The student is responsible for removing ALL media before returning the equipment. Once returned, the EMF PL assumes no responsibility for media left on the cards.

If a student returns equipment with residue left by using improper means to adjust/support gear, the student or group will lose access to equipment for a minimum of 5 days.

Group Projects

This policy is specifically for the courses listed, or if the instructor adopts it. It is not standard procedure.

For group projects in EMF367 and EMF473 (other courses may adopt this policy on an as needed basis) where multiple classmates will be responsible for the equipment, all group members are responsible and liable for the equipment. The group will be "the user" or "the student" and must agree to all EMF Policy as it relates to equipment and facilities. Group member names will be given to the Production Labs by the instructor, and any reservation for that course will be made for the group. Reservations for the group will be made under the producer's name. These reservations are placeholders. Any equipment scheduling will be done in person or over email to decide pick up and return times. All reservation checkouts must be picked up by all group members. As all group members are responsible for the equipment. If a single student wishes to accept all responsibility, they may do so, but will sign a form stating that they are sole individual responsible. This cannot be done to use equipment for non-course related projects, but for course projects that the entire group is not needed. Any fines or penalties that may happen while the group is responsible will be

split evenly among all group members. If a group member comes forward to accept responsibility, then only that student will be held responsible. However, during non-production times, the user storing the equipment will be responsible. Group members should email their Producer or AD with what equipment will be stored where, so there is a record of where everything is. If any damage or theft should happen while in “storage”, then the user that was storing said equipment will be responsible. Groups that do not all sign and/or are not all present will not be allowed to checkout. Groups that are 30 minutes late will have their reservations rescheduled.

Parking:

Parking near the Media Center and Production Labs is extremely limited. The EMF Department is not responsible for any tickets, fines or towing that may occur while picking up equipment, returning equipment or any other business with the EMF Department. Park in properly marked pick up and drop off only. Mind all parking notices.

Being illegally parked is not a reason to rush or cut short any business a user may wish with the EMF Production Labs. Plan ahead. Equipment check in/check outs can take between 10-60+ minutes to complete. Plan accordingly.

Filming and Recording on TU

Non-Towson University Affiliated Cast, Crew and Performers -

Non-Towson University affiliated cast or crew must sign a liability waiver prior to coming on campus for any production. If you do not have your cast or crew sign this waiver, you, the student, will be responsible for any accident, injury, distress, or concern that the cast or crew may have. TU and EMF are not responsible for non-affiliated persons. The liability waivers can be obtained from your instructor. These waivers are only necessary if you are filming or recording on campus. Students who do not obtain waivers

from their non-TU cast, crew or performers will lose all access to EMF facilities.

All on campus productions must be catalogued by EMF and COFAC. Do not film on campus without submitting a location request. Certain spaces and production types only require notice, but others require approval and notice from several departments on campus. Failure to follow policy will result in loss of access to EMF facilities and equipment and possible other penalties by TU or departments. Productions that do not follow policy will not have any EMF support should something happen.

Filming in EMF Spaces -

To be considered for filming on campus, users must submit a location request form. This does not guarantee permission, but it must be completed to be considered. EMF and the Production Labs will not support any productions that film on campus without submitting a request form.

Filming and recording in EMF classrooms, labs and studios is strictly prohibited. EMF spaces are, but not limited to: Media Center Rooms – 001, 006, 007, 008, 009, 102, 104, 108, 103, 201, 201a, and XTSR. Van Bokelen rooms 204, 213, 107.

The Bill Horne Library can be used for recording table reads or casting only. Filming in Media Center hallways and public areas is also prohibited. If you wish to Film in any public space, you must go through Event and Conference Services (see below).

There is absolutely no filming or recording of any kind in MC007(Cage), MC008(edit labs), and no filming in MC001 or MC006.

The TV Studio is available, but there are strict requirements. Please see TV Studio Policy for more information. The EMF department does not provide

parking permits, nor does it pay for tickets that the user or any crew or cast may receive if parked illegally on or off campus.

Filming on campus -

Depending on the space users are looking to film, there are different levels of approval that must be granted before filming can be done. EMF Students are ambassadors of the department, and your actions and behavior are reflected on the department. Students who are reported to the department for not following policy or filming without approval will have their EMF accounts banned for a minimum of 5 days. Depending on the severity of the infraction, and what the reporting department wishes, more disciplinary action may be taken by the University. Please note that no one is required to grant you access. Filming without approval in certain areas, not just TU, can result in legal ramifications. If you are unsure, please email Travis.

mholdenii@towson.edu. Requests should be made at least 2 weeks prior to the day needed. Requests made less than 2 weeks prior will be processed as best possible. Requests made less than 72 will not be processed.

Contact Travis Holden mholdenii@towson.edu for an on-campus filming request form. This is the first step to access on campus. DO NOT cold contact any department on campus without working with EMF and COFAC first.

Classrooms -

First, contact Travis Holden mholdenii@towson.edu for an on-campus filming request form. If approved, you will then contact Events and Conference Services. No exceptions. All requests are subject to approval by the department that controls access to those spaces. Do not contact building coordinators unless asked to do so. Requests should be made at least 2 weeks prior to the day needed.

Public Areas: Interior -

First, contact Travis Holden mholdenii@towson.edu for an on-campus filming request form. Access to the interior of public spaces varies by building.

However, you are required to get permission. Requests should be made at least 2 weeks prior to the day needed.

Public Areas: Exterior -

First, Contact Travis Holden mholdenii@towson.edu for an on-campus filming request form. Depending on the production, exteriors on campus either require notice of filming or permission. Simple productions with a small crew that will not be disrupting pedestrian, road traffic, classes or any TU approved activities only require notice. Simply fill out a location request form. Some spaces, such as Freedom Square, have special reservation processes. Requests should be made at least 2 weeks prior to the day needed.

Center for the Arts -

First, contact Travis Holden mholdenii@towson.edu for an on-campus filming request form. To film in public areas within the Center for the Arts, you must contact cofacevents@towson.edu and fill out a public works form. This is required. Contacting any faculty or staff in the CFA will delay or cancel your request. Requests should be made at least 2 weeks prior to the day needed.

There are also theatrical venues in the CFA that can be reserved for an extra cost. To request one of these spaces, first fill out a location request form, and then contact cofacevents@towson.edu.

Secured Areas -

First, contact Travis Holden mholdenii@towson.edu for an on-campus filming request form. Students who wish to film in public or secured public spaces (such as bathrooms), must plan with facilities, building coordinators and TU Police. We discourage filming in any public bathroom or locker room. Requests should be made at least 2 weeks prior to the day needed.

Events and conference services:

<https://www.towson.edu/campus/planningevents/reservations/>

TU Police Non-Emergency: 410-704-2134

SAFETY FIRST

It is your responsibility to make sure sets, locations, crew and equipment is safe. Do not use drugs or alcohol while on set. Every location should be properly scouted, and all crew prepared prior to call time. Students operating unsafe sets will lose equipment access, and could be reported to the police or The Office of Student Conduct.

Reporting Safety Concerns.

Whether it is set safety, improper use of equipment, dangerous or ill-prepared locations, lack of first aide, food or water on set, the EMF Department needs to know. You can report safety concerns to your faculty member, Production Labs Supervisor, Production Lab Technician, Department Chair. Reports cannot be made anonymously, but they will be kept confidential.

Insurance -

Insurance and Certificate of Insurance

Towson University is self-insured and is covered by the MD Tort Claims Act. EMF equipment and locations used for academic related productions are covered under TU's insurance only if on campus or under the supervision of a faculty or staff member.

Certificate of Insurance (COI) for locations can be provided upon request for on campus locations and some locations if a faculty member is present.

Personal Property.

As a rule, personal property is not covered by the State unless the loss is considered to be caused by negligence on the part of the University. The State Treasurer's Office will

investigate and determine each case on the merits of the claim. It is important to note that Towson University does not assume responsibility for personal or non-university owned property kept or stored in university facilities. Should damage or loss occur, payment for loss or replacement is the responsibility of the individual. Employees are encouraged to verify if their personal insurance covers any personal property brought on campus.

Fees:

Replacement and repair can vary widely. Costs can range from \$5.00-\$72,000+. Students are responsible to any damage or loss while equipment is in your possession.

Civility code:

The College of Fine Arts & Communication expects all students to exhibit and practice civil behaviors that exemplify:

- Respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations.
- Taking responsibility for one's choices and actions.
- Delivering correspondences (verbal, nonverbal, written or electronic) with respectful language.
- Accepting consequences for one's inappropriate choices and actions.

The use of offensive, threatening or abusive language, writing, or behavior is not tolerated and may lead to academic dismissal from the university. Students who do not comply with the college's civility code in the Production Labs will be given a violation and be subject to delinquency at the Production Lab Supervisor's discretion.

Further information about civility conduct can be found in Appendix F of the University Catalog and the EMF website.

Weapons Policy:

To promote a safe and secure campus, Towson University prohibits the possession or control of any weapon while on University property. The term weapon includes any potentially dangerous object or substance or replica thereof. The full policy can be

found at this link: <http://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11%20Weapons%20Prohibited.pdf>

List Serve:

All EMF students are required to join the EMF Google Group List Serve at <http://groups.google.com/group/TowsonEMF> (Copy and paste this URL into your Web Browser). This will guarantee that you receive daily postings regarding digital media, video, film, and audio production topics including festivals, special screening, guest speakers, film/video crew needs, internships, and jobs.

Use this email address (TowsonEMF@googlegroups.com) to post your own messages to the group. The main page will also archive all posts. Instructions:

1. Create a user account and password and be sure to use the email to which you prefer receiving mail. (You only need to sign up once and you'll continue to receive EMF Google group emails.)
2. Select one of the three Email options for reading the group messages:
 - a. Abridged Email (No more than 1 email per day) --Summary of new activity
each day.
 - b. Digest Email (About 1 email per day) --Up to 25 full new messages
bundled into a single email.

Email (About 1 email per day) --Best way not to miss important info as you get every message sent as it arrives.

Notifications:

Announcements and notifications of changes in policy or business hours will be made on the doors, bulletin boards in the Media Center, and online at www.towson.edu/emf. Students should try to read these signs and online notices to keep themselves updated especially when nearing a semester/holiday break as checkout procedures and hours of operation are likely to change.

Title IX:

Towson University does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs,

employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and the University.

The title IX office can be contact at 410-704-0203 or titleix@towson.edu

Student Support:

TU has resources to help students with academics, finances, and mental health. The Student Outreach and Support (SOS) will help students in need and support them in a variety of ways.

Their mission: “Student Outreach and Support (SOS) promotes student success by accompanying students through life challenges and connecting them with university and community resources. SOS creates an inclusive and welcoming environment to promote student health and well-being, self-advocacy, and resilience guiding students to live self-directed lives and reach their goals”

The website, <https://www.towson.edu/studentaffairs/student-outreach-support/>

End.

EMF Policy at a Glance:

This is a quick guide meant to give a brief overview of EMF Policy and Procedure. You are expected to read and understand all EMF Policy and Procedure as stated in the EMF Policy.

- All students must read and understand the EMF Policy and the EMF Set Safety Handbook. You will be required to take a brief quiz when first signing into Siso before you can access labs, studios, and equipment.
- Join the EMF Blackboard. On blackboard navigate to “Organization” and search “EMF Production Labs” and join. There is a lot of helpful information as well as our Policy and Set Safety documents.
- www.TOWSON.SISO.CO/EMF is our Online Resource Booking System. Make sure it spelled correctly.
- A TU OneCard is required to pick up reservations, enter any lab or studio, and to use an equipment cart. You will be turned away if you do not have your OneCard. Yes. Even if we know you, or the staff member is your roommate or best friend.
- Equipment reservations must be returned and picked up at the exact time you selected when making your reservations.
- Equipment Reservations are cancelled after 2 hours of non-collection. No exceptions.
- Studio and Lab reservations are cancelled after 15 minutes of non-collection.
- Late equipment returns will result in your account being banned for 5 days.
- Leaving facilities a mess will result in being banned for 5 days.
- When picking up equipment you should plan on 10 to 60 minutes to go through equipment.
- You are responsible for all equipment once you sign for the equipment. Make sure everything works, and all components are in the kit before signing and leaving the Media Center.
- You will be held financially responsible for any missing or broken equipment when returned. “It was like that when I got it” and “It wasn’t in the kit” are not valid excuses. Check your equipment!
- Non-TU student talent or guests are required to show a valid state issued ID and sign a waiver before entering any lab or studio.
- Failure to follow any EMF Policy or safety protocol will result in a banned account and possible loss of all EMF facility and equipment access.



Electronic Media and Film
Production Labs

Lens Care Guide

- **Never clean a lens with a dry lens tissue.**
- **Never clean a lens with your shirt or any non-lens/optical cloth.**
- **Brush or blow off grit before wiping.**
- **In dusty or sandy locations keep an optical flat on the lens.**
- **Never spray cleaner directly on a lens. Spray onto a cloth first, then wipe in a circular motion.**
- **Always close at least one latch on a lens case**
- **Protect lenses from shock**
- **Put lenses in the case with iris open and focus at infinity.**
- **Avoid putting lens caps in your pockets, the ground or any dirty surface.**
- **Pass lenses to others using an agreed upon term: “got it” “yours/mine”**



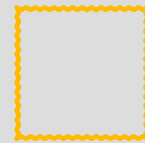
**Never spray
the lens**



**always
remove grit**



**Use proper
cleaner**



**microfiber
lens cloth**

SDI CONNECTIONS

How to reduce SDI failure:

When setting up ALWAYS connect your power cable first, then the SDI before powering on the camera



When finished ALWAYS power down then remove SDI and then the power cable



Use professional, shielded SDI cables under 30 feet when possible

What to bring to set.



Multitool



First Aid Kit



Gloves



Gaff Tape



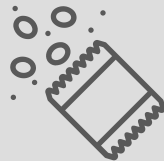
Flashlight



Pen/Pencil



Clothespins/C47



SNACK



WATER



Good
Attitude



HAND
SANITIZER



Comfy Shoes

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- Studio and Lab reservations are cancelled after 15 minutes of non-collection.
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- You will be held financially responsible for any missing or broken equipment when returned. “It was like that when I got it” and “It wasn’t in the kit” are not valid excuses. Check your equipment!
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- Failure to follow any EMF Policy or safety protocol will result in a banned account and possible loss of all EMF facility and equipment access.