



# SAIC MEDIA CENTER

## 2017 Fact Sheet

### LOCATIONS

**MacLean Media Center**  
112 S. Michigan Ave. #801  
312 345 3512  
Manager: Kevin Tracy

**Columbus Media Center**  
280 S. Columbus Dr. #201  
312 443 3759  
Manager: Sarah Baranski

**Sharp Media Center**  
37 S. Wabash Ave. #307  
312 899 5081  
Manager: Paul Richter

Night and Weekend Manager:  
Julia Spagnuolo

### HOURS OF OPERATION

**Monday to Thursday**  
8:30am - 9:30pm

**Friday to Saturday**  
8:30am - 5:30pm

**Sunday (Columbus only)**  
9:30am - 5:30pm

Winter & Summer hours vary.

All Media Center locations close  
for all holidays & breaks on the  
academic calendar.



# **SAIC MEDIA CENTER**

## **OUR MISSION**

**The Media Center is responsible for ensuring access to basic media equipment and services for the purpose of fostering experimentation among student artists and enhancing the overall educational experience at SAIC.**

## ACCESS RULES & GUIDELINES

### **What do you need to checkout equipment?**

Just a valid ID! Students, faculty & staff must present a valid, current ARTICard for access to Media Center equipment & resources.

### **What is the standard checkout length?**

**3 Days:** Due back on or before 2pm on the 3rd day.

**Same Day:** Due back 30 minutes before closing on the day of checkout.

**Overnight (Key Cards):** Due back at 8:30a.m. the following day. (Drop card in overnight drop box.)

We encourage patrons to always choose a realistic return time with respect to the rest of the community. If you do not plan to use the item for the whole 3 days, please set your return time earlier. Equipment must be returned to the same location it was checked out from.

### **Can I keep my equipment longer if I'm not done with it?**

In some cases, yes! You are allowed one renewal per checkout. If the items are available, you can renew your checkout up to 3 additional days from the date you renew it. You can request a renewal at the Media Center window or over the phone. You should allow at least one hour before your scheduled return time to request a renewal. Renewals are not guaranteed. When calling in a renewal, please factor in your commute time. It should be requested early enough to leave you enough time to return the equipment at the originally scheduled return time in case it is unavailable for renewal. You cannot renew equipment if your scheduled return time has passed.

### **What is General Access/Authorized Access?**

Resources are categorized as General (all patrons can access) or Authorized (Authorization Workshop is required). Free Authorization Workshops are offered weekly, after add/drop, during the Fall & Spring semesters. Media Center Authorizations never expire and remain valid as long as you are enrolled.

### **How long does the checkout process take?**

Allow at least 15 minutes for the equipment checkout process at the Media Center window. It is required that you test digital still & video cameras before you leave the Media Center. We recommend that you thoroughly examine equipment for all parts and test cameras or lights before leaving. This ensures that you leave with working equipment.

### **Can I reserve equipment?**

Yes! Equipment may be reserved up to 3 weeks in advance of a scheduled pickup time. Reservations are held for 1 hour past your scheduled pickup time, then released and made available for other patrons. All reservations must be made at the Media Center window.

### **What do I do when I'm done?**

When returning equipment, wait until your checkout is cleared from the computer system before leaving, as staff may have pertinent information or questions for you. After your return, an automated email will be sent to you confirming your return.

## **FINES**

The Media Center assesses fines for late equipment return, abuse, damage & loss of equipment. You will not be able to borrow SAIC equipment if you have an unpaid fine. Avoid fines by verifying that your return time is correct on the system generated email you receive at the time of checkout. Fines may be paid at the Media Center by using your ARTICard or at the Bursar's office by cash, check or credit card.

## DEPARTMENTAL RESOURCES

**The Media Center works with many departments to provide access to resources specific to that area of study. Usage of this equipment is limited to students currently enrolled in courses within that specific area of study. As soon as a student completes the course, their access to departmental resources will end.**

### **What you need to know:**

- All standard Media Center circulation limits still apply to departmental resources. See previous section for details on Media Center Access Rules & Guidelines
- Patrons must be currently enrolled in a qualifying departmental class (FVNMA or Photo for example) to gain access to departmental resources
- Patrons must be authorized by their instructor (or TA) in class. Instructors will be expected to submit authorization rosters to the Media Center following the authorization of students.
- Authorizations may take up to 24 hours to be entered into the system after the list has been submitted by the instructor.
- Authorizations to departmental resources will be valid for one semester, unless special access is granted by the department chair. Access for Graduate students is valid for length of time enrolled in that specific program.

## EDITING AND PRODUCTION WORKSTATIONS

**The Media Center facilitates access to the following Editing & Production Labs. Reservations, & key checkout/return follow regular Media Center equipment policies. Access is limited to Same Day & Overnight usage only for these spaces.**

### **Digital Editing Lab (MC 819)**

Key card checkout from MacLean Media Center. Software package includes video and sound production software such as Final Cut Pro X, Adobe CS6, Max 6, Pro Tools etc. Students may gain access by enrolling in a digital media class taught in 819, or by completing a Premiere Pro workshop through the Media Center.

### **Digital Editing Lab (MC 519)**

Key card checkout from MacLean Media Center. Software package includes Final Cut X, & After Effects Production Bundle, Adobe CS6, Quartz composer, etc. Access is limited to students enrolled in specific advanced FVNMA classes.

### **Animation Labs (MC 714, 717)**

Key card checkout from MacLean Media Center. Lab comprised of computer stations with editing and animation software. Animation stands and light tables are also available. Access is limited to students enrolled in specific advanced FVNMA classes.

### **Whisper Room (MC 418 & 419)**

Key card checkout from MacLean Media Center. A small sound proof recording booth is available for professional quality vocal/instrumental recording. Included is access to CD/CF card recording, Pro-tools & Garage Band. Access is granted by scheduled authorizations and enrollment in Sound Department classes.

### **Shooting Space (MC 311)**

Key card checkout from MacLean Media Center. The 311 Shooting Space has collapsible green floors and walls. Included in the space are a seamless backdrop, grid lights, light stands, etc. Access is limited to students enrolled in specific advanced FVNMA classes.

### **Shooting Space (MC 1306)**

Key card checkout from MacLean Media Center. The MC 1306 is a black box shooting space. Included in the space are a seamless backdrop, ladder, grid lights, light stands, etc. Access is limited to students enrolled in specific advanced FVNMA classes.

### **New Media Workspace (MC 807)**

Key card checkout from MacLean Media Center. Equipped with Blackmagic Intensity Pro card for video feed to and capture from Sandin Image Processor. Access is limited to students enrolled in specific advanced FVNMA classes.

### **Media Center Documentation Space (CO 110)**

Key card checkout from Columbus Drive Media Center. This shooting space is intended as a clean room for documenting work or shooting photo/video. This space is not for the creation of any type of wet or dry media, class or group meetings, musical performances, or lectures. Included in the space are colored backdrops, installed LED lighting, c-stands, sandbags & other grip equipment.

### **Computer Lab (CO 122A)**

Key card checkout from Columbus Drive Media Center. This digital output lab features large Wacom Tablets for 3D design. This room is also a Smart Classroom for regularly scheduled Sculpture classes. Access is limited to students enrolled in these specific Sculpture classes.

### **Overnight Access**

The editing and production facilities circulated in from the Media Centers are available for Overnight Access. If you plan to work overnight, checkouts start after 5:00pm Monday-Thursday & any time during operating hours on Friday & Saturday (pending availability).

### **Photo Department Shooting Space (CO 202)**

Key card checkout from Columbus Drive Media Center. The 202 Photo Shooting Space is intended as a clean room for documenting work or shooting photo/video. This space is not for the creation of any type of wet or dry media, class or group meetings, musical performances, or lectures. Included in the space are colored backdrops, c-stands, sandbags & other grip equipment. There are three separate shooting spaces which includes a smaller space intended for any photo department patron to check out for daytime use. To gain access to this space, patrons must be authorized through their photo class and currently enrolled in photography classes.



## AUTHORIZATION WORKSHOPS

The Media Center offers free instructional workshops for patrons to learn Advanced Equipment & resources available for checkout. Workshops occur weekly, starting after the add/drop period (during fall & spring semesters). Patrons may sign up for workshops at any Media Center checkout window. Once authorized, a patron's access to the equipment does not expire as long as they are a full time student at SAIC.

### **Workshops cover equipment and topics such as:**

- Digital Camcorders
- Digital SLR Cameras
- Microphones
- Sound Recorders
- Lighting Equipment
- Documenting work
- Adobe Premiere Pro
- Media Center Documentation Space



## FACULTY SERVICES

### **Figure Models**

To request a model, turn in a Figure Model Request Form at least 30 DAYS in advance. This form is available online at <https://greenlight.artic.edu:9443>. For questions, contact Paul Richter (Manager of the Sharp Media Center) at 312-629-1352.

### **Authorization Workshops**

All users; students, faculty & staff, must follow the access rules for the Media Center's circulating resources. Faculty & Staff may also gain access to Advanced Media Center Equipment via the Authorization Workshops offered weekly. Interested users may sign-up at any Media Center. Contact [mcexperts@saic.edu](mailto:mcexperts@saic.edu) for more information about authorization workshop scheduling.

### **Smart Classrooms**

Instructional spaces equipped with installed audiovisual & presentation devices. Smart classrooms on campus are equipped with an instructional console or rack containing laptop ports & a Blu-ray/CD/DVD player, all connected to a remote-controlled video projection & audio system. Specialized classrooms may also be equipped with Apple computers as well as digital visual presenters (that double as overhead projectors). Additionally, some classrooms include student computer workstations. Most instructor computers are set up to mirror the General Access computer lab or classroom computer stations. If you are assigned to teach in a smart classroom, you can arrange for a brief training workshop. Workshops are offered before & during the first week of each semester or upon special request. Please consult your administrative unit, or contact Jeff Panall at [jpanal@saic.edu](mailto:jpanal@saic.edu).

**Weekly classes are scheduled in classrooms by the Registrar through Departmental Administrative Directors. One-time, sporadic or special class use may be scheduled (when available) through Ben Busald at [bbusald@artic.edu](mailto:bbusald@artic.edu). When help is needed during class, please contact the 9-IRFM smart helpline via the classroom phone.**

## GREENLIGHT REQUEST SYSTEM

**Greenlight allows you to make specialized Media Center requests via the internet.**

### **Special Equipment Requests**

To acquire equipment from the MacLean, Columbus or Sharp Media Center for longer checkout times than the standard checkout length (see Access Rules & Guidelines), in larger quantities than normal (e.g., three video cameras) or more than three weeks in advance. Special Equipment Requests must be submitted at least one week in advance of the requested reservation date.

### **Instructional Equipment Requests**

For instructors in need of circulating equipment for use in/by your class, during class time. Instructional Requests can be set to repeat weekly or for special one time situations. The Media Center will prepare the equipment in advance to expedite the checkout process.

### **Figure Model Requests**

To request Figure Models to pose for your class during class time (instructors only).

### **Exhibition Requests**

To acquire audiovisual equipment for installation in SAIC gallery exhibitions.

## EXHIBITIONS EQUIPMENT

The Media Center offers a specialized selection of equipment for exhibitions and events that occur in SAIC Galleries only. To obtain equipment from the Exhibitions Media Center for your show, complete an Exhibitions Request Form at least 10 days in advance of the installation date. Requests are made via the Exhibition Equipment Request form. You will be required to meet with a Media Center representative to discuss your needs to ensure proper assignment and the most successful installation possible.

## MEDIA CENTER ONLINE

Much of the information you will need regarding the Media Center is conveniently available online. Simply go to <http://www.saic.edu/academics/mediaservices/>.

### **Media Center Fact Sheet**

This fact sheet is available in PDF form.

### **Media Center Equipment Menu**

A sortable list of all circulating equipment is available at:

<http://www.saic.edu/academics/mediaresources/mediacenterandequipmentloans/tableau/>

### **Job Applications**

The Media Center & IRFM Department hire many student workers every term. If you are interested in becoming part of the team, please fill out an application on SAIC's Launch page.

## RESALE

The SAIC Resale Center is a resource for students and faculty to purchase specialty supplies not sold through campus art supply stores or easily available downtown. We limit our inventory to supplies that have widespread and consistent need. Resale operates four stores, including one located in the MacLean Media Center.

### **MacLean Media Center and Resale**

**112 S. Michigan Ave. #801**

**312 345 3512**

**Monday to Thursday**

**8:30am - 9:30pm**

**Friday to Saturday**

**8:30am - 5:30pm**

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