Here are some basic guidelines to checkouts & reservations at the Media Centers.

**Checkout Length:** Your initial checkout can be up to 3 days. The return time you choose must be before 2:00pm on the 3rd day.

**Renewals:** You are allowed 1 renewal per checkout. This can be made in person at the Media Center or over the phone. Just remember to call at least an hour before your due time, as you’ll need to return it if the equipment is reserved.

**PLEASE NOTE:**
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.

**Reservations:** You may reserve equipment up to 3 weeks in advance. We ask that no more than 2 cameras are reserved by any one person. Other items you can reserve multiples (within reason).

**Special Request Limits:** Special Requests are still required for any reservation that does not fit our normal policy limitations. They must be submitted at least 1 week in advance of the requested pickup time.

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**The Media Center & Photo Department**

We are excited to merge the Columbus Media Center & Photo Cage into one newly renovated location for Fall 2012. All portable Photo Equipment will now circulate from the Columbus Media Center. Below are some details about how this may affect you:

**Does this change access to Photo Equipment?**
Gaining access to photo equipment has not changed at all. You will still gain access through your enrollment in Photo courses.

**What happens to the old Photo Cage?**
The old Photo Cage will remain in operation to serve the facilities needs in the Photo Labs. It will now be known as the “Photo Annex”

**Who’s in Charge?**
We are fortunate to have Emerson Granillo of the former Photo Cage in Charge of Columbus Media Center operations.

**Does this change the Checkout Policy for Photo Equipment?**
Checkout policies are now standard across all Media Center locations, including the Photo equipment circulated from the Columbus Media Center.
NEWLY ACQUIRED EQUIPMENT

The Media Center pool of equipment is constantly changing to better suit the needs of SAIC students. Listed here is a sampling of our newest acquisitions:

AUTHORIZED ACCESS
(requires workshop)

Canon 60D: Dslr camera with video functionality

Canon XF300: Full HD Video Camcorder that records to CF Cards rather than HDV Tape.

7” Field Monitor: For use with advanced DSLR and Video camcorders.

Macro Lens for Canon XF300: For extreme close-up shooting.

Portable HD Projectors: Small (can carry with one hand!) 3000 Lumen 1080p Projectors.

Canon 7D Video Kit: Includes shoulder mount, shotgun mic, eye cup viewfinder, filter holder, & lens hood.

GENERAL ACCESS
(open to all patrons)

Panasonic Lumix LX5: Small digital still camera featuring a Leica lens and 10mp resolution.

Panasonic X900M: Portable full HD camcorder featuring internal memory storage.

iRig Mic: Handheld microphone to be used with iphones & ipads for portable recording.

Wacom Inkling: Allows you to draw on any paper you choose & creates a digital file of your drawing to transfer into popular programs like Photoshop & Illustrator.

Smith-Victor Light Kit: Portable 2 head light kit for location shooting.

Shoulder Mount: For use with video & still cameras for mobile shooting.

Please see departmental guide books for any changes to equipment specific to your department.

MEDIA CENTER HOURS

We have updated our hours of operation for the Spring 2013 Semester:

MONDAY - THURSDAYS
8:30am - 9:30pm
All Locations

FRIDAYS - SATURDAYS
8:30am - 5:30pm
All Locations

SUNDAYS
9:30am - 5:30pm
Columbus Media Center Only

MORE INFORMATION IS AVAILABLE ONLINE:
- Menu of Equipment -
- Fact Sheet -
- Greenlight Request System -

http://www.saic.edu/academics/mediaservices/