



ARTLAB MEDIA CRIB Equipment Loan Policy

*Effective September 1, 2014

CONTACT

147 Tache Hall - 150 Dafoe Road
soamcrib@umanitoba.ca
204-474-8977

HOURS OF OPERATION*

Mondays: 9:00am to 12:00pm
Thursdays: 1:00pm to 4:00pm

*Hours are subject to change

MEMBERSHIP

Media Crib Memberships are available for purchase through the Media Crib and priced as follows:

September-April (inclusive):	\$40 (+tax)
May to June (inclusive):	\$20 (+tax)
July to August (inclusive):	\$20 (+tax)

WHAT IS AVAILABLE?

After membership payment is received, and an [Equipment Loan Agreement](#) is signed, Media Crib members will receive a colored sticker to place on their U of M ID card. The color of the sticker determines what is available for loan, depending on the members year in the School of Art, the classes they are currently enrolled in, and/or the classes they have already completed:

- sticker = All School of Art Students
- sticker = Students who have completed, and/or are currently enrolled, in a 3000 level photo and/or video class
- sticker = Senior Studio and MFA students in photo and/or video

Please see the [Media Crib Equipment List](#) to view what is available to each color group.

HOW TO BORROW EQUIPMENT

Only students enrolled in the University of Manitoba School of Art, with a valid Media Crib membership, are permitted to borrow equipment. Equipment must be signed in and out by the technician or student monitor on duty, and will be available during open hours only. If students wish to reserve equipment ahead of time or after-hours, Reservation Forms are available online through the School of Art website or outside of the Media Crib office. Students may use these forms to request equipment no earlier than 48 hours prior to when they wish to borrow the equipment. Exceptions will be made for students who wish to plan ahead for special projects (please see "Special Equipment Requests" for more details). **The Forms are processed on a first come first serve basis and do NOT guarantee that the equipment will be available.** Please submit Reservation Forms via email to soamcrib@umanitoba.ca, in person during Media Crib hours, or after-hours in the secure box outside of the Media Crib.

HOW LONG CAN EQUIPMENT BE BORROWED?

Equipment loan periods are based upon demand and the discretion of the Media Crib manger.

EXTENDING A LOAN

Like equipment loan periods, extensions on borrowed equipment are based upon demand and the discretion of the Media Crib manager. To avoid a late fee, you must contact the Media Crib before the equipment is late. Loan extensions can be requested in person during Media Crib hours or via email to soamcrib@umanitoba.ca.

SPECIAL EQUIPMENT REQUESTS

In the event you need to make a special equipment request, you must email your request to Ashley Gillanders, Photo Technician and Media Crib Manager, at soamcrib@umanitoba.ca. Your email should include an explanation of the request, a complete list of the equipment needed, and the dates.

FEES FOR DAMAGED AND/OR LATE EQUIPMENT

Damaged equipment will be sourced for replacement or repair at the cost of the borrower, as it is stated on the Replacement Value Agreement. Borrowers also assume full responsibility for the timely return of all borrowed equipment on the agreed upon loan return date. **The fee for late returns is \$15 every day until it is returned.** Borrowing privileges will be suspended until any outstanding fees have been paid. Please see the Equipment Loan Agreement for further details.

HOW TO PAY LATE FEES

1. See Media Crib Technician for a Late-Fee Invoice.
2. Pay Invoice at the School of Art office.
3. Bring the signed invoice back to the Media Crib.

WHAT WE DO NOT PROVIDE

- Film
- Alkaline and/or zinc-carbon batteries

WHAT WE DO PROVIDE

- Technical support
- Trouble-shooting
- Resources for camera repair