

Policies

[Audio Recording Booth](#)

General

- The booth must be booked ahead of time. Go to the [audio recording booth booking form](#) to book the room.
- A valid McMaster ID card must be presented in order to check out the booth and equipment.
- The booth is only to be used for recording. Post production work is to be done on the main computers.
- You are expected to bring your own external media to save your files.
- Food or drink is NOT permitted in the booth.
- Report any issues with the equipment immediately to the Services Desk.
- Make sure to check back in at the Services Desk when you are finished. Failure to do so will result in overdue fines.

The booth is not accessible unfortunately. For an accessible recording space, please book edit suite (L415).

Bookings

- A maximum booking of 2 hours per day. If you need longer time, please contact the Manager (moorer@mcmaster.ca) to extend your booking.
- Bookings finish 30 minutes before the Centre closes.
- The booth can comfortably fit 2 people, possibly 3. For larger groups, please book one of the edit suites (L415-L416).

Helpful Hints

- For audio recording, prepare and rehearse your script ahead of time.

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[Camera Equipment](#)

General

All equipment bookings require approval. Request equipment bookings at least 24 hours in advance (for weekend and Monday bookings, book by Friday morning). Last minute equipment booking requests may not be permitted.

- Camera equipment must be booked in advance.
- Bookings are 24 hours or less, with one day minimum between bookings. Check your confirmation email for full details.
- Equipment is *not booked* unless you receive a confirmation email

Borrowing Policies

- Only the person(s) listed in the booking may check out the equipment at the time of the booking.
 - A valid McMaster ID card must be presented when checking out equipment.
 - Anyone can return the equipment, as we do not need to see ID with returns.
 - All equipment must be checked out and returned to the Lyons New Media Centre Help Desk. *Do not* return it to the main desk on the first floor of Mills.
 - Be prompt in returning equipment.
- Recharge the camera before returning it.
- Remember to grab your files and remove them from the camera's SD card.
 - Do this *before* returning the camera. We cannot check the camera back in until the SD card has been returned to the camera.
- Camera equipment cannot be removed from your account if returned with missing components. Ensure all pieces are present in the carrying case before returning equipment.
- The cameras come with one SD card when borrowed. Lyons does not provide additional SD cards or larger SD cards. This responsibility is on the borrower to provide additional storage if needed.
 - Another option is to film at a lower quality to be able to fit more on the SD card.
- Report any broken equipment immediately to the Manager.
- Need to cancel your booking? Drop us an email to let us know.

Liability

- The user who checks out the equipment is solely responsible for the return of all equipment in good condition and will be held financially liable for theft, loss, or damage.
- Staff will verify that the equipment was left in good condition and that no accessories are missing upon return of equipment.

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[Edit Suites \(L415 & L416\)](#)

General

- **Maximum capacity per edit suite:** 4 people
- The Edit Suites should be used for media creation/editing/recording or using the audio-visual equipment only.
 - Meetings and study sessions are not permitted in these rooms.
- No food or drink is permitted in the Edit Studios.
- Users are expected to bring their own external media with them to save their files at the end of their bookings. Lyons does not provide these external media devices, nor are we responsible for lost or corrupted files.
- Do not unplug anything in these rooms.
- For help using the listening/viewing station in Edit Suite L416, please refer to the manual left in the room or ask for assistance at the Help Desk.
- Do not use the computers in these rooms for anything other than media creation/editing.

Bookings

- The Edit Studios (L415, L416) may only be booked for *2 hours per day per group*.
- These rooms need keys, which can be checked out at the time of the booking at the Lyons Services Desk.
- Any additional equipment borrowed must be returned to the Services Desk promptly along with keys, at the end of the booking.

Late Fees

- There will be replacement fees for lost/damaged keys and/or equipment.
- There are also fines for returning keys & equipment late. (Equals \$5/hour or part hour overdue.)
- Rooms may only be used for the booked time, so be sure to lock up and check back with the desk staff promptly at the end of the booking.

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[Media Production Studio \(L413\)](#)

General

The Studio room booking and all equipment within requires approval. Request bookings at least 24 hours in advance. Last minute equipment booking requests may not be permitted.

The room and equipment are not booked unless you receive a confirmation email. The room will not be unlocked until the person who booked the room has arrived.

- A valid McMaster ID card must be shown when checking out the room and equipment.
- Lights may be turned off for filming/photography purposes, but there are additional "emergency lights" which *cannot* be *legally* blocked or blacked out.
- Planning and editing for film/photography shoots should be done before and after the room booking, leaving the booking for just filming.
- ***This room is not soundproofed so be mindful of volume levels.***
- Be mindful of your time in the room, so you are finished on time. Be prompt in leaving, but also remember to check back in at the Services Desk to avoid fines.
- Food/drink ***is not permitted*** in this room.
- Bookings are limited to two hours per group per day.

Liability

- The user who checks out the equipment and room is solely responsible for the return of equipment/room in good condition and will be held financially liable for theft, loss, or damage.
- Check in with staff before leaving the studio, so that they can verify that the equipment and room were left in good condition and that no accessories are missing.

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[Console Gaming Room\(L418\)](#)

General

- **Maximum capacity:** 4 people
- ***This room is not soundproofed so be mindful of volume levels.***
- Bookings are limited to *two hours per group per day*.

Policies

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- Food/drink ***is not permitted*** in this room.

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