



## AUDIOVISUAL AND COMPUTER EQUIPMENT'S USAGE AND RENTAL REGULATIONS OF UNIVERSITY OF BARCELONA'S PHILOLOGY AND COMMUNICATION FACULTY

### 1. Objectives

- 1.1 The aim of the regulation is to improve the usage conditions of the audiovisual and computer equipment located at the multimedia classroom and post-production room, as well as to regulate audiovisual material rental to students and teachers from the Faculty of Philology and Communication. In any case, Communication and Culture Industry bachelor's degree (from now on GCIC), Specialized Communication Master's degree and Journalism BCN-NY Master's degree (from now on Masters) will have priority over the other degrees.
- 1.2 Usage and rental of the previously mentioned equipments has the aim of support teaching and research assignments, as well as giving support to students in their academic activity, developing their knowledge and learning.

The usage and rental of the equipments must have an academic purpose, not playful or for entertainment.

- 1.3 You can find a copy of every document mentioned in this regulation at Audiovisual Lab and online, the Coordination page on Virtual Campus.

### 2. Users and technical support

- 2.1 From now on, users will be those who use or rent spaces or equipment, students must be enrolled at some subject of the Faculty of Philology and Communication, and teachers must belong to the same department, remaining the priority for students and teaching staff of GCIC and the Masters.
- 2.2 Technical staff will advice students on equipment usage and give technical and teaching support to users, as well as organise and manage spaces, equipment and its rental. In addition, technicians are responsible for ensuring the proper use of the equipment.
- 2.3 Opening hours of the Audiovisual Lab will be published at the Communication Studies' notice board. The service will remain closed during public non-working days, non-school days, and holidays, due to the academic calendar.

### 3. Usage and rental of equipment and material

- 3.1 The Audiovisual Lab is located at the basement (-1) of Josep Carner Building at UB's Faculty of Philology and Communication. This is the space where users will use the computers, as well as picking up and returning the rented audiovisual material.

The multimedia classroom will only be used under the supervision of a teacher or a technician. Postproduction rooms will be available during the Audiovisual Lab opening hours. GCIC and Masters' courses that require audiovisual and computer support will have priority over anyone else.



- 3.2 The computer and audiovisual equipment available in the mentioned spaces are the ones referred in **annex 1**. In **annex 2** are mentioned the equipments available to rent.
- 3.3 External storage support, as well as fungible materials (tape or others) will be on the user's account. In any case, rechargeable batteries, chalk and erasers shall be given during the rental period.

#### **4. General conditions of postproduction rooms reservation and usage**

- 4.1 Postproduction room reservations should be done in advance to guarantee their availability. Rental procedure will be done through the **reservation documents**, that will include the dates and hours; either through e-mail or personally with the technicians. In this case, the reservation will be registered directly in the **reservation form of postproduction rooms**.

- 4.2 After the reservation request, technical staff will contact the user to confirm the reservation.

Reservations will be given in chronological order, and according to the availability and teaching needs, which will have priority.

- 4.3 Every time a room is occupied, or the equipment is used, technicians will hand over to the users a document that they will have to fill in including the hour of entrance and departure.

In case a reservation is made by a group, a representative will have to be designed. Even though in the reservation document will appear all the names of the components of the group.

- 4.4 After 30 minutes of user's arrival time the reservation will be cancelled, and the spaces and equipments will be available for other interested users.

- 4.5 Equipments can only be booked 3 shift per week at most, understanding shift as a part-time period. This period can be extended prior request to the technicians and will be confirmed after the validation of the availability, as it's described in sections 1 o 2 of this clause.

- 4.6 Reservations will be made by groups of work, not by each group member.

- 4.7 The Faculty reserves the right to cancel or modify confirmed reservations due to necessities of the service or of public interest.

- 4.8 The user will communicate the cancellation of a reservation to the technicians through email or in person as soon as possible.

- 4.9 To use this service it is necessary not having anything in return or a pending fine with the Rental service.

#### **5. General conditions of opening hours of the multimedia classroom due to post-production and design projects of students.**



- 5.1 Lectures have preference in the use of the multimedia classroom. In case, the room is occupied due to a teaching activity, it cannot be open to all the students.
- 5.2 For security reasons, the space can only be open if there is a responsible in charge of the room (a teacher or a technician).
- 5.3 It will be an indispensable requirement to open the multimedia classroom for students who have to do post-production and design projects, that the post-productions room are occupied, and a minimum of 3 students request the usage of the room.
- 5.4 Every group will use only one computer, unless there are more available.

## **6. General condition for the reserves and rentals of audiovisual equipments.**

- 6.1 The rental of audiovisual equipments of the Faculty includes the possibility to move them out of the University during an agreed period of time.

This rental will have to be guaranteed by a teacher, who will communicate, as soon as possible to the technician staff which equipment will need for his academic activities and which will be the calendar, through a request document. The teacher will receive in response a confirmation e-mail.

- 6.2 The equipment reservation made by GCIC and Masters users will be done through the reservation document (where dates and hours will have to be included, as well as all the material needed), one working day in advance as minimum, to guarantee that equipments will be in good conditions.

Reservations must be done in person or by e-mail, attaching the document mentioned above.

- 6.3 After filling in the request form, technical staff will contact the user to confirm the equipment reservation, and to give him a reservation number. This number will be needed to make any other process or modification.

Reservations will be given in chronological order, and according to the availability and teaching needs, which will have priority.

- 6.4 Teachers from the Faculty can get audiovisual equipments for their lectures as teaching Rentals. The equipments must be returned at Technician Area the same day.

- 6.5 When equipments are delivered, the user and the technician will sign the rental document, and both will take one copy of it. When returning the equipment, the technician will sign the document again, and will include possible damages, or other comments, if needed.

Returning the equipments at the agreed time is needed to guarantee that all the equipments have been checked and in good conditions before the delivery to the next user. Punctuality is required to guarantee the proper functioning of the equipment rental system.



Students will have to show the UB card to take the equipment off the technical area. Technician could confirm the student is enrolled at some subject of GCIC or Masters in the database of the Academic Secretary; the enrolment document or other kind of information could be request to other students to check that they are connected to the Faculty of Philology and Communication. In case a group makes the rental, a responsible will have to be named, although the final responsibility will fall to the entire group. That's the reason why, in the rental document all the names of the members of the group will have to be included.

When the delivery of the equipments, technicians will remind to the users the usage instructions, and will give them the instructions manual, in order they make a good use of the materials. In addition, in the virtual campus some other tutorials will be available.

If the teacher considers appropriate, and after formulating a petition in advance, a technician could be asked to carry out a seminar to show the students how to use the equipments.

6.6 The rental is personal and non-transferrable, on this matter equipments can only be taken off and returned by the user or the group responsible for it.

Technicians are the only ones allowed to hand over equipments; it is forbidden the rental between users.

6.7 After 30 minutes of the arrival time of the user who have made the reservation, it will be cancelled, and the equipments will be available for other interested users.

6.8 The maximum length of the rental will be one week. This period will be extended upon request, which will be confirmed after considering if it is possible, the same way it is mentioned in sections 1 and 2 of this clause.

6.9 During the rental period, the user will be responsible for the custody and conservation of the equipments, which will have to return in the same conditions they were hand over.

Users responsibility on equipment starts when it is hand over, until it returns to the technical area, prior check of its state.

6.10 Only one basic equipment per group or user will be assigned. However, if there're more equipments available and it is needed, technicians will consider handing over another one.

A basic equipment includes a camera, a battery, a charger, a remote control, a memory card, a card reader, a bag, a tripod, a shotgun microphone, headphones and a camera manual. Other equipments will be given due to the availability and the shooting needs.

6.11 The Faculty reserves the right to cancel or modify confirmed reservations due to necessities of the service or of public interest.

6.12 The user will communicate the cancellation of a reservation to the technicians through email or in person as soon as possible.



6.13 To use this service it is necessary not having anything in return or a pending fine with the rental service.

## 7. Users responsibility

7.1 Users or the equipments commit to:

- Make a good use of the equipments and materials, following the instructions given by the technicians, and by the manuals, tutorials, and good use guidelines.
- Return the equipments in the same conditions they were handed over.
- Communicate any fault or defect detected on the equipments and materials. Technicians will previously check them; but, even so, it is mandatory for the users to check the equipments by themselves. Any damage detected after the usage will be attributed to the user.
- Users will be the responsible for the custody and the conservation of the equipment since when it is hand over, until it is returned.
- When a group use an equipment, all the members will be responsible for it.
- Spaces must be emptied at the agreed time, and rentals must be returned at the agreed day and hour.
- Users won't manipulate the equipments with the aim of repair them, won't install new softwares, won't change the settings and won't move them without the technician's authorization.

7.2 The Faculty does not guarantee equipments while they are under repair.

7.3 The Faculty is not responsible for, either the loss of information stored in the equipments, or the use other user could do with this information.

Also, is not responsible for, either the content of the information spread, or the opinions expressed in the recordings. Also, for the non-academic files uses and aims.

7.4 Users will respect all the current regulations about intellectual and artistic property. Also, will be the responsible for any demand and complaint caused because of this issue.

7.5 The Faculty is not responsible for the recordings filmed in public spaces without the appropriate permission of *Barcelona – Catalunya Film Comission*.

7.6 Accident insurance: students enrolled, under the age of 28, are covered by the mandatory student accident insurance; from this age on, is up to the student to subscribe the insurance by their own.

7.7 Civil liability insurance for students during the shooting is covered by the University of Barcelona insurance in the European countries.

## 8. Breach and penalisation



8.1 Will be considered a breach of the usage and rental conditions, mentioned in the current regulation, by the users, the actions described down below. Any damage will have to be notified in order to decide future restrictions over the equipments.

8.2 Are minor breaches:

- a) Not leaving the multimedia classroom and the post-productions rooms at the agreed time.
- b) Return the equipments belatedly:
  - One week late: first written requirement to the user
  - Two weeks late: second written requirement to the user
  - Three weeks late: third written requirement to the user
  - Four weeks late: implementation of the penalisation because of serious breach.

Equipments not returned within the required period, will be required to the user by e-mail, according to the personal information the Audiovisual Lab has. Is the users responsibility to have all this information updated.

- c) Make changes on the equipments without technician's permission.
- d) Use the multimedia classroom / post-production rooms equipments or leave the spaces without letting the technicians know.
- e) Eat or drink at multimèdia classroom or port production rooms.
- f) Not informing the technicians about any incident done in relation to the equipments and the bachelor spaces.

Minor breaches include the prohibition of the access to the spaces in order to use the equipments, or the suspension of the rental service during 5 school days. (If the user is reoffending, the second time the period will increase in ten school days, and the third, the implementation of the penalisation because of serious breach will be applied).

8.3 Are serious breaches:

- a) Causing damages on the equipments because of a bad use. Understanding damage as any deterioration that involves a reparation, even though the equipment is partly working.

Serious breaches include the prohibition of the access to the spaces in order to use the equipments or the suspension of the rental service for an indefinite time. Also, the payment of the market price for the reparation of the damage or the cost of replacing the materials in case the equipment has been unusable, within a maximum period of 30 day.

8.4 Are very serious breaches

- a) Taking the equipments of multimèdia classroom and post-production rooms.
- b) Not returning the rental equipments. An equipment is considered "not-returned" after four weeks of the return date.

A very serious breach includes the prohibition of the access to the spaces in order to use the equipments, or the suspension of the rental service for an indefinite time. Also, the payment of the market price for the



reparation of the damage or the cost of replacing the materials in case the equipment has been unusable, within a maximum period of 30 day. This penalisation can be revoked if the equipment is returned, in this case the penalization will correspond to the minor breaches.

- 8.5 Will be considered the communication of the incident, as well as the acknowledgement of the responsibility.
- 8.6 The technicians reserve the right to deny the service to the user when they consider it appropriate, for cause.
- 8.7 The penalty will be imposed by the technicians, or alternatively by the Studies Responsible of Communications and Cultural Industry Bachelor or the Masters' Coordinators. In case the penalty will imply the initiation of disciplinary proceedings, it will be competence of the Dean of the Faculty of Philology and Communication.

### **Final disposition**

This regulation is effective the day after its approval by the Academic Commission of the Faculty of Philology and Communication.