1.1. PURPOSE OF THIS DOCUMENT

This document outlines policies and procedures surrounding the use of equipment and facilities supported and managed by the Northwestern University in Qatar Production Staff.

1.2. STUDIO BUILDING MAP

![Studio Building Map]

1.3. CMU BUILDING PRODUCTION ROOMS

Computer Lab: 3178
Animation Lab: 3142
Large Video Edit Suites: 3216, 3218
2.1. CAGE RULES

• Only Production Staff are allowed in the cage.
• Checked out equipment cannot be stored in the cage. When equipment is checked out, it must be taken with you.
• Equipment checked out from the cage must be returned in the state that it was received. Equipment must be clean and stored neatly in the cases provided upon return.
• If a piece of Equipment is broken while checked out, the person(s) responsible for the equipment must inform the Production Staff at the cage and obtain a Damaged Equipment Form. The form must be filled out in its entirety and signed off by the person(s) responsible and a member of the Production Staff.

2.2. PRODUCTION FACILITY RULES

• Equipment should not be left in corridors, classrooms, edit suites or with security guards.
• No food or drink is allowed in the:
  • Studios
  • Edit Rooms
  • Ingest Room
  • Control Room
• Only faculty and staff are allowed in:
  • The Rack Room
  • The Faculty and Staff Lounge
• Edit rooms should be cleaned and left in the same state they were found upon completion of their use. Nothing should be left behind in the edit rooms.
• Please report any broken or non-functioning items to a member of the staff.
• Students must follow the prescribed workflow outlined in the Camera Workflow Handbook in order to gain support from Production Staff on class projects.
3.1. Equipment Reservations

Equipment reservations can only be made online at https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login. Log in using your NetID and password.

Instructions on how to reserve equipment with Webcheckout can be found in Appendix F.

Reservations must be made 24 hours in advance and can be made up to 30 days in advance.

Equipment availability cannot be guaranteed without a reservation.

Cage Hours

Cage Opening Hours
8:00 AM-6:00 PM
Sunday through Thursday
(Excluding NUQ official holidays)

Check-in 8:00 AM-12:00 PM
Check-out 12:30 PM-6:00 PM

Term Breaks and Summer Cage Hours
During summer and term breaks the equipment cage will reduce its operating hours to:

9:00 AM-5:00 PM
Sunday through Thursday

Check-in 9:00 AM-12:00 PM
(Equipment Cage Closed) 12:00 PM-1:00 PM
Check-out 1:00 PM-5:00 PM
3.2. CHECK-IN AND CHECK-OUT PROCEDURES

Equipment can be checked out for two days, except Wednesday when check-out is one day. Equipment check-out and check-in daily schedule:

<table>
<thead>
<tr>
<th>Equipment checkout-day</th>
<th>Equipment check-in day</th>
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</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Tuesday</td>
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<tr>
<td>Monday</td>
<td>Wednesday</td>
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<tr>
<td>Tuesday</td>
<td>Thursday</td>
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<td>Wednesday*</td>
<td>Thursday</td>
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<tr>
<td>Thursday</td>
<td>Sunday</td>
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<tr>
<td>Friday - no check-out</td>
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<tr>
<td>Saturday – co check-out</td>
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</tbody>
</table>

*Equipment checked out on Wednesday MUST be returned on Thursday

CLASS SCHEDULE CHECK-IN EXCEPTION

In cases where class schedules conflict with equipment return, students must make arrangements during check-out with cage personnel to return equipment at a specified hour.

SPECIAL REQUESTS AND EXTENSIONS

In special cases extensions on equipment will be accepted however students must have written (email) authorization from faculty and must be approved by the Production Manager at least 24 hours in advance of the check-out. In most cases extension requests will be honored if equipment has not already been reserved.

3.2.1. EQUIPMENT CHECK-OUT

Students can only check-out equipment that they have been trained to use. If you want to use equipment that you have not been trained on you can schedule an appointment with production personnel for one-on-one training by emailing a request to production@qatar.northwestern.edu.

All students working in groups should list all group members’ names in the notes field of their reservation on Webcheckout.

Reserved equipment must be checked out by 5:30 PM* on the requested day. If you have a large equipment reservation, you should plan accordingly to ensure check-out is completed before 5:30 PM*. Individuals or groups checking out equipment should verify it for accuracy with the check-out form and acknowledge proper operation before departing.

Once the Check-out Form has been signed, the student/group checking out is fully responsible for the condition of the equipment listed on that form, as per the Production Department Loan Agreement. (See Appendix E)

*Except summer and term breaks when check-outs should be completed by 4:30 pm

3.2.2. EQUIPMENT CHECK-IN

Failure to return equipment on time and in satisfactory fashion** will result in the following penalties for individuals and all group members:

*Satisfactory fashion means: machines turned off, cables coiled properly, all equipment packed in original cases, all tape removed from cables and cases, dirt or sand cleaned off. All recording media must be formatted and present at check-in. Failure to adhere to these requirements will result in a penalty.
**3.2.3. PENALTIES**

1st offense
200 QR fine

2nd offense
200 QR fine and loss of equipment reservation privileges for the remainder of the semester.

3rd offense
200 QR fine and loss of equipment privileges for summer and term breaks.

Fines must be paid in person at NU-Q Business and Finance, all equipment privileges will be suspended until a valid payment receipt is presented to the equipment cage.

**3.3. LIABILITY**

An individual who checks out equipment on their own is solely liable for any loss and/or damage to the equipment, as per the Production Department Loan Agreement. (See Appendix E) Students who are working in a group are jointly liable for any damage and/or loss to that equipment. Checking out equipment on behalf of other NU-Q students or non NU-Q students is not allowed.

**3.4. TOTAL LOSS OR THEFT OF EQUIPMENT**

Any loss or theft of equipment should be immediately reported to the equipment cage. The student(s) responsible for the loss will have their equipment privileges suspended until the Manager of Production or the NU-Q Review Committee makes a decision regarding the loss. See Appendix A for Review Committee details.

Students must file a police report with campus security if the loss occurred on school grounds or with the appropriate police if the loss has occurred off-campus. A copy of the report must be provided to the equipment cage with a Total Loss or Theft of Equipment Form.

If required, the NU-Q Production Review Committee will meet to determine the extent of financial liability and duration of lost privileges. See Appendix A for Financial Liability of Loss or Damaged Equipment details.

**3.5. DAMAGE TO EQUIPMENT**

During equipment check-in, any damage or operational problems with equipment should be reported immediately to Equipment Assistant or the Equipment Coordinator. Damage or operational problems with equipment must be documented using the Damaged Equipment Form and submitted with a photograph of the damage at check-in.

The student(s) responsible for the damage will have their equipment privileges suspended until a decision regarding the damage has been made by the Manager of Production, the arbitration process or a payment for the damage has been made.

If required, the NU-Q Production Review Committee will meet to determine the extent of financial liability and duration of lost privileges. See Appendix A for Production Review Committee. See Appendix B for Financial Liability of Loss or Damaged Equipment details.
3.6. EQUIPMENT PRIORITY

Faculty use of equipment for class instruction has priority over any equipment reservations or usage. Faculty will make every effort to schedule the equipment in advance. Equipment access is based on the following priority:

3.6.1. FIRST PRIORITY

During fall and spring academic semesters, students enrolled in MIT, JOUR, THEATRE courses or credit bearing independent studies have first priority usage.

A. First Priority students have 24-hour advance reservation privileges for cage equipment on a first come, first serve basis for the entire semester.

B. First Priority students can only have access to cage equipment that is appropriate to the production course(s) in which they are enrolled. Students may not check out equipment that they have not been instructed to use in accordance with the Loan Agreement.

3.6.2. SECOND PRIORITY

Second priority includes students finishing incomplete projects from previous semesters, staff, faculty and students enrolled in non-credit bearing independent studies.

A. Second Priority students have 24-hour advance reservation privileges for cage equipment for the first eight weeks of any semester. During the second eight weeks of the semester they may check-out equipment on a first come, first serve basis.

B. Second Priority students must have written (email) approval from their advisor or instructor to check-out equipment.

3.6.3. THIRD PRIORITY

Third priority includes alumni for a period of 18 months following graduation. Alumni may check-out equipment for a period of one week with permission to extend the check-out period to a maximum of one month upon request. Requests for extension will be granted on a case-by-case basis. Equipment must be presented at the equipment cage for permission to extend check-out period. If equipment is not found in a satisfactory condition, no extension will be granted.

A. Third Priority students have access to equipment on a first come, first serve basis. Equipment reserved for classroom use and students currently enrolled in courses takes precedence over alumni check-out.

B. Damage or Loss of equipment should occur; alumni are responsible for the total cost of repair or replacement.

C. Overdue Penalties are as follows: failure to return equipment on time in satisfactory fashion will result in:
   • 1st Offense: 200 QR fine
   • 2nd Offense: 200 QR fine and loss of equipment privileges for one month
   • 3rd Offense: Permanent loss of equipment privileges

Fines must be paid in person at NU-Q Business and Finance, all equipment privileges will be suspended until a valid payment receipt is presented to the equipment cage.

3.7. TERM BREAKS AND SUMMER ACCESS

Access to cage equipment is limited to faculty, staff, students enrolled in summer production courses, students finishing incompletes from a previous semester and students with fewer than three penalties during the semester. Students working on faculty sponsored projects and students finishing incompletes must have written (email) approval from their advisor or instructor for equipment access.
4.1. RESERVATIONS

Room reservations can only be made online at https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login
Log in using your NetID and password and select Production Locations.

Full details on how to make online room reservations can be found in Appendix F of this document.

A list of non NU-Q students (if any) who will be present at the time of the reservation must be included under the Notes section of the reservation.

Students need to report to the equipment cage to check-out a key for access to the studios.

4.2. FLATS AND PROPS

Any flats or props used for a production should be neatly stored in the construction set on their proper storage shelves at the end of the reserved time. Under no conditions should any flats or props block the doors to the studio. The studio and flats must be clean and restored to their original condition at the conclusion of the reserved time. Students who fail to meet any of these guidelines will lose their privilege to reserve the studio.

4.3. LIGHTING GRID

Students may not use the studio lighting grid unless under supervision by Production Staff.

4.4. SLIDING DOOR

No student may open or close the mechanical sliding doors to Studio A and B without express permission from the Production Staff or approval for a reservation.
5.1. RESERVATIONS

Room reservations can be made online at
https://webcheckout.qatar.northwestern.edu/
webcheckout/pir/login
Log in using your NetID and password and select
Production Locations.

Full details on how to make online room reservations
can be found in Appendix F of this document.

A list of non NU-Q students (if any) who will be present
at the time of the reservation must be included under
the Notes section of the reservation.

Students must provide security with a valid Student ID
and reservation in order to use the room.
5.2. PRIORITY

All classes and labs have priority use of the editing suites. Outside of class time:

a. Students enrolled in production classes have first priority for reserving time in edit suites and whisper rooms.
b. Students finishing incomplete projects, faculty and staff have second priority for reserving time in edit suites and whisper rooms.
c. Alumni have third priority for reserving time in the edit suites and whisper rooms.

5.3. AUDIO EDIT SUITES

Students enrolled in production courses using the D-Control board are provided first priority and may reserve time in the audio edit suites. Students finishing incomplete projects, students trained on the D-Control board, faculty and staff have second priority for reserving time in the Audio Edit Suites. Alumni have third priority for reserving time in the audio edit suites.

5.4. TERM BREAKS AND SUMMER ACCESS

Edit suite access is limited to faculty, staff, students enrolled in summer production courses and students finishing incompletes from a previous semester. All students and alumni with fewer than two penalties from the previous semester may use the editing rooms.

5.5. OUTSIDE GUESTS

All non NU-Q students must sign in at the security desk when entering the building, there is a limit of one (1) guest per student.
6.1. REQUESTS

Students wishing to travel outside of Qatar with Northwestern University in Qatar equipment must fill out a Travel Request form one week prior to their departure. Students traveling with large equipment or cases must fill out a Travel Request form two weeks prior to departure in order to receive a travel letter from Qatar Foundation. Students must provide the location(s), purpose of trip, and dates of travel along with a brief description of the project signed by a trip advisor/sponsor or faculty member in order to reserve equipment.

Failure to complete these requirements may result in problems when returning to Doha with local customs officials.

6.2. EQUIPMENT AVAILABLE FOR TRAVEL

Only specific equipment is available for travel outside of Qatar.

6.2.1. INDIVIDUAL TRAVEL

See Appendix C Equipment Available for Travel for additional details.

6.2.2. COURSE TRIPS

Faculty traveling with classes outside of Qatar must submit requests for equipment no later than two weeks prior to the date of departure. Faculty heading course trips will determine the equipment used with approval from the Manager of Production facilities and the risk assessment manager.
Appendix C

Equipment Available for Travel

The following equipment is approved for travel:
1. Nikon D90 DSLR and lenses
2. Nikon D5100 DSLR and lenses
3. Panasonic HDC-750 Video Camera
4. Canon 5D Mark II DSLR Camera and lenses
5. Go Pro Hero One Kit
6. Olympus Handheld Recorder
7. Zoom Handy Recorder
8. Marantz Digital Recorder
9. Shure Handheld Omnidirectional Microphone
10. Tram TR-50 Lav Microphone
11. Audio-Technica Lav Microphone
12. Azden Shotgun Microphone
13. Boom pole or Shotgun grip
14. Zeppelin and Dead Cat
15. Manfrotto Tripod
16. Satchler Video Tripod
17. Gorillapod
18. Lite Panels Camera Light
19. Ikan LED Lighting Kit
20. Lowell VIP Lighting Kit

Appendix D

Equipment Available to All NU-Q Students

The following equipment is approved for all students to check-out from the cage:
1. Portable Hard Drives
2. CF cards and readers
3. SD cards and readers
4. Batteries
5. Manfrotto Basic Tripod
Appendix E
Production Department Loan Agreement

I understand and agree that:
• The equipment I check out is my responsibility and that I must safeguard it against damage and theft; it is my responsibility to check that the equipment is in working order before leaving the check-out counter
• I will notify the Equipment Coordinator immediately if there are any malfunctions with the equipment I have checked out
• I must return the equipment to NU-Q in good working order during check-in, I will report any faults at the time of check-in to the Equipment Assistant
• I will abide by the agreed equipment return timing specified during check-out
• I must be adequately trained to use the equipment by an instructor before I am allowed access to it
• I will not check-out equipment for use by individuals who are not enrolled at NU-Q or adequately trained to use the equipment by an instructor
• Improper use, damage/loss, and/or failure to return the assigned equipment in good working condition as determined by NU-Q Production Department and described above could result in penalties, including but not limited to:
  • The inclusion on my student financial account of a charge for the full replacement cost of the equipment. Failure to pay that charge within 10 business days may cause NU-Q to institute a financial hold. The financial hold could have consequences including but not limited to:
    • inability to continue my enrollment at NU-Q
    • withholding of transcripts for courses already taken at NU-Q
    • withholding of Northwestern University diploma on graduation
    • And/or the denial of exit visas from the State of Qatar

I acknowledge that I will have the privilege of access to Production Department equipment during my study with Northwestern University in Qatar.

I understand and acknowledge that the equipment:
• Is the property of the Qatar Foundation and will be on loan to me from Northwestern University in Qatar
• Is to be used for purposes directly related to my educational program at NU-Q and in accordance with the Production Department policies of Northwestern University and NU-Q
• In my possession upon my separation from NU-Q (whether because of graduation, suspension, or my taking a leave of absence) must be returned to NU-Q in proper working order
• May have to be returned at any time at the request of NU-Q Production Department personnel
Appendix F
Instructions for Webcheckout Reservations

Log into Webcheckout at:
https://webcheckout.qatar.northwestern.edu/webcheckout/pir/login
Use your NetID and password and hit RETURN

Select a Location:
For Equipment reservations choose PRODUCTION
For Room reservations choose PRODUCTION LOCATIONS

1. Set the date and time your reservation will begin and the duration using the calendar icon and the drop down menu.

2. Next, click on ADD RESOURCES at the top of the page and click on “Production” in the Resource Type List window. A list of Equipment will appear below “Production.”
3. Choose the resource you need to check out. For example if you want to reserve a Canon 5D, click on “Cameras” then “Canon” then “Canon 5D Mark II”

4. Once you have found the resource type you want to reserve, click on it and a Resource Type window will appear on the right with a calendar showing the availability of the item. Use the grey slider at the bottom of the timeline to view future dates on the calendar. Then Click on the yellow button “Reserve one of this type” to reserve one item. Click the button multiple times to reserve multiple items.

5. If there is an error in your request, a red box appears in the Reservation Info. Choose the “Reset” button to fix errors in order to confirm your reservation. Your reservation will not be made if there are errors.

6. When there are no errors in your reservation, a yellow “Confirm” button will appear in the Reservation Info. Click to confirm your reservation.
7. When the Reservation is confirmed, you will receive a Checkout confirmation number.

8. To add more items to your reservation, click on Add Resources at the top of the page and continue to add items from the Resource Type List.

9. Hit “Confirm” and you will see your Reservation Contents and Timeline. Hit “Return” to save your reservation. You can now logout.

10. When you log back in, your upcoming reservations will appear with an opportunity to edit the reservation list or create a new reservation.

If you have any questions or concerns, contact the equipment cage or refer to the User’s Guide found at the top of the page.
RESERVING PRODUCTION FACILITIES

When logging into Webcheckout, choose Production Locations.

1. Choose the date and time and Reservation Duration you wish to have. Edit Suites can be reserved for up to 4 hours. Studios can be reserved for up to 8 hours.

2. Choose Add Resource from the top and then click on Locations in the Resource Type List to choose a space.

3. Choose a room, for example the Large Video Edit room. A Timeline will appear on the right showing the availability of the room. Use the grey slider to move forward on the calendar.

4. If the room is unavailable, a message will appear in the Reservation Info box.

5. Make adjustments to your reservation time by pressing the reset button and choosing a new date or time. Then choose Add resource and add the room again.
6. Press the yellow Confirm button to make the reservation. You will be assigned a Checkout Confirmation number and a new window with the Reservation Contents and Timeline will appear.

7. You can now logout. When you login again, your reservation will appear when you choose Production Location with the option to Edit or Create a new reservation.

If you have any questions or concerns, email production@qatar.northwestern.edu or refer to the User’s Guide found at the top of the page.