

# Department of Dance Video Checkout Policy

**As 10/13/2020**

ALL Video Checkout Requests can be made at: [VIDEO REQUEST LINK](#)

## GENERAL INFORMATION:

- ALL Video Camera and Equipment requests for fall 2020 are submitted via [Video REQUEST LINK](#).
- A response to your request, inclusive of a checkout date and time, will be sent within 48 hours upon receipt.
- Department cameras and equipment may be checked out for production filming, coursework as assigned by instructor, and creation of a screen dance.
  - Please use the camera set up in each Halsey Hall studio for online instruction recording.
- ALL Undergraduate students wishing to checkout a camera or video equipment must have a Faculty advisor for that project.
- It is the individuals' responsibility to provide their own data storage medium. All Department of Dance cameras use a SD card.
- A University ID must be brought with you upon picking up camera and/or equipment.
- Damage to or loss of equipment will incur a charge on your U-Bill equal to the cost of repair or replacement.

## FALL 2020 CHECKOUT GUIDELINES:

- I. Requests for the Fall will be prioritized in the following order:  
Dance Gala, Fall Thesis, Spring Thesis, BFA Concert, MFA Students, Undergraduate Dance Majors
- II. Requests for the Spring will be prioritized in the following order:  
Screen Dance Class, UIDC, Thesis, BFA Concert, MFA Students, Undergraduate Dance Majors

### III. Camera Checkout Time Frame Allotments:

**\*\*Hours below are contingent upon camera and equipment availability\*\***

- |                               |   |
|-------------------------------|---|
| ○ Screen Dance Class          | Dates Set By Instructor                             |
| ○ Faculty – Dance Gala & UIDC | 1 Week, Date extension possible if camera available |
| ○ MFA Thesis                  | 1 Week, Date extension possible if camera available |
| ○ BFA Concert                 | 1 Week, Date extension possible if camera available |
| ○ MFA Candidates in Dance     | 2 Days  |
| ○ Undergraduate Dance Majors  | 1 Day   |
| ○ Dance Minors                | Not permitted 2020-2021                             |

### IV. To Minimize Risk of Spread:

- It will be the individuals' responsibility to wipe down the equipment at checkout and return of equipment. Alcohol wipes will be provided.
- Please **do not** wipe the lens as this could damage the equipment.
- Bags will be sprayed down upon return.