EQUIPMENT CHECKOUT POLICY
Media and Communications Center Building (MCC) Room 111
858-534-4635
http://medialab.ucsd.edu

The UCSD Media Teaching Lab offers select equipment, workshops, and facilities use to all UCSD undergraduate and graduate students, based on class enrollment.

Policy Basics
• Checkout periods are 24 hours. Friday – Monday counts as one day.
• Equipment borrowed at 11am on a Tuesday is due by 11am the next day.
• Equipment must be used for producing materials related to coursework at UCSD. It is only available when classes are in session.
• The full policy is available online at http://medialab.ucsd.edu/policies

The Equipment
Known as our general population equipment, this list includes all equipment that is available to undergraduate and graduate students who are not enrolled in a media specific class:

<table>
<thead>
<tr>
<th>VIDEO</th>
<th>PHOTO</th>
<th>AUDIO/PODCASTING</th>
<th>LIGHTING</th>
<th>MISC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon XA10 Camcorders</td>
<td>Canon 5D mkiii DSLR</td>
<td>Tascam DR-05 Audio Recorders</td>
<td>LED Light Kits with 2 LED lights + stands</td>
<td>Merge VR Headsets</td>
</tr>
<tr>
<td>Go Pro Action Cams</td>
<td>Canon 80D DSLR</td>
<td>Lavalier Microphones</td>
<td>Reflectors</td>
<td>HD Digital Video Projectors</td>
</tr>
<tr>
<td>Samsung 360° Cameras</td>
<td>Sony a6000</td>
<td>USB Microphones</td>
<td></td>
<td>Dragonframe Animation Laptops**</td>
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<tr>
<td>Lightweight Tripods</td>
<td>Cell Phone Microphones (apple &amp; android)</td>
<td></td>
<td></td>
<td>Wacom Digital Writing Tablets</td>
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</tbody>
</table>

**workshop required to checkout animation laptops

Checking out Equipment:
1. Go to http://medialab.ucsd.edu, click "FIRST TIME REGISTRATION." Allow 1 business day for processing.
2. Go to http://medialab.ucsd.edu, click "RESERVE EQUIPMENT" to make a reservation. Reservations may be made up to 1 week in advance. Equipment may be checked out in person, without a reservation, subject to availability.
3. Pick up equipment at:
   MTL Equipment Checkout Room (MCC 111).
4. Sign a contract assuming responsibility for any lost, stolen, or damaged equipment.
5. Hours are Monday – Friday, 8am – 5pm.