



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:



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

**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.**

