WAC Video Lab 2016-2017

In order to use the Video Lab this quarter you are required to do the following:

1. Have your WAC Faculty Sponsor email the Video Lab Manager.
2. Contact the Video Lab Manager to be entered into our user database.
3. Read the attached “Video Operations Guide”.
4. Sign the “Signature Page”.
5. Have the Building Manager activate your Bruin ID for lab access.

You must display Bruin ID at all times while using the Video Lab.

THERE IS NO FOOD OR DRINK ALLOWED IN THE LAB. YOU WILL BE ASKED TO LEAVE IF YOU VIOLATE THIS RULE.

DO NOT LEAVE YOUR PERSONAL BELONGINGS UNATTENDED FOR ANY LENGTH OF TIME IN THE LAB. YOU ALONE ARE RESPONSIBLE FOR THE LOSS FROM THEFT.
WAC Video Operations 2016-2017

Video Lab
We are a fully supported, self-service video editing/dubbing facility that also provides short-term video camera loans to approved WAC students for their research, experimentation and study within the department’s scope; the video lab and its resources are not intended for commercial or interdepartmental use. The lab is available via Bruin card access during regular Kaufman Hall hours of operation: Mondays through Thursdays 8 AM – 10 PM, Fridays 8 AM – 8:30 PM, Saturdays 10 AM – 3 PM, Sundays 12 P – 5 PM. This quarter the building, and therefore the video lab, will be closed all University Holidays.

Computer Work Stations
All of our iMacs are loaded with Final Cut Pro X and Adobe Premiere Pro, running on the Yosemite (10.10.1) operating system.

Please limit yourself to 4 one-hour blocks of computer time per day. If you are unable to attend your own edit session please let me know as soon as possible and also as a courtesy to your fellow classmates. Unfortunately, we can’t “hold” the computer if someone else needs to use it.

Each registered lab users will have a unique user ID and password for logging onto our editing systems. Please note that your “home” folder lives on the network and is limited to 500MB—it’s too small to house video files. Video files must be stored on your own hard disk drive or on the local hard drive in the “Video Projects” folder.

If you leave the lab while your project is burning/transferring/rendering, post a note with your name and cell phone as a courtesy to the Video Lab Manager and your fellow classmates.

Once you are done working in the lab always power down all equipment at your station. Food and drink are never allowed in the lab.

It’s a good idea to use headphones when multiple people are editing at the same time. Please carry a set in your bag for this purpose.

If you are experiencing technical difficulties and the Video Lab Manager is not on duty, please email me (Will) at woloughlen@arts.ucla.edu and I’ll get the problem resolved as soon as possible.

Bruin Cards & Video Lab Access
Only WAC students that 1) have enrolled in a WAC video class and 2) have received consent from a WAC faculty member and the WAC Video Lab Manager may access the lab, use the computers and borrow equipment. Non-WAC UCLA students that are
1) currently enrolled in a WAC video class or 2) currently enrolled in an independent study with a WAC faculty member and 3) have received the consent of the WAC Video Lab Manager may access the lab, use the computers and borrow equipment; the video lab is not open to the public. Ladder faculty can serve as their own sponsor. Authorization for lab use will be reviewed on a quarterly basis. You may have to provide proof of class enrollment and/or faculty consent on a quarterly basis. You must use your Bruin Card to enter the lab. For the safety of the equipment and video lab users, do not prop open the door.

To program your Bruin card for video lab access, you must complete the following steps. First, the WAC Video Lab Manager must enter your information (name, UID, major, phone, email, faculty sponsor) into our database; you must have your Bruin card with you. You will then fill out the signature page, which confirms & acknowledges that you’ve 1) read the Video Operation FAQ and 2) agree to adhere to all rules set forth in the Video Operations Guide. Once your Video Lab Pass is ready to be picked up, the Video Lab Manager will email you.

Third, you must make an appointment with the Building Manager to have your Bruin card programmed for lab access. It will then take 24 hours after seeing the Building Manager before your Bruin card has been programmed to open the lab door.

After regular business hours, there is a CSO (Campus Service Officer) assigned to Kaufman Hall. In case of emergency or due to building closure, students are required to comply with the CSO’s notice to vacate the room.

**Camera Checkout**

Cameras should be reserved 24 hours in advance of checkout. Please make a reservation by email (woloughlen@arts.ucla.edu) or in-person. You are allowed only one pending reservation at a time (e.g., you cannot reserve a camera for the next five weekends, you can only have one reservation on the books at a time). You are only allowed to check out one camera and one set of support equipment at a time. When you reserve a camera, you will be assigned a checkout time; when you checkout the camera, you will be assigned a check-in day/time.

Cameras can be checked out & returned every every Monday, Wednesday, and Friday. Equipment must be picked up and returned by the student making the reservation. Equipment must be checked in with a video lab employee; you cannot leave equipment at the WAC front desk nor can you leave it with any other WAC staff member. Lost or broken equipment will be replaced at the student’s expense. Cameras may be checked out starting week two of the quarter. Cameras cannot be checked out over the quarter breaks.
Please note that some equipment may require proof of proficiency. Also, some equipment may be reserved for class use and therefore not available to students not enrolled in the video class. Please contact the Video Lab Manager for further details.

**Video Projector Checkout**
Departmental video projectors are now under the purview of our Building Manager, Arsenio Apillan. Please contact him if you need a projector for your class. The projector is for faculty/class use; students cannot check out projectors.

**Dub Bay**
We are capable of transferring between the following video formats: DVCAM, Mini-DV, SVHS, Hi-8, DVD & VHS. Detailed instructions can be found next to the NTSC Monitor. We also have a DVD Discmaker for burning DVD dupes. You may reserve the dub bay by using the sign-up sheet. While the dub bay can play PAL VHS tapes, convert them to NTSC and then copy that video signal to another format, we do not support any other PAL formats (no PAL DVDs or PAL mini-DV tapes). Please patch equipment through the lower front audio/video ports as described in the “Getting to Know Your Dub Bay” handout.

The video lab staff is here to help you with the dubbing process but we do not dub your videos for you. Please note that you make dubs at your own risk and that the video lab is not responsible for failed dubs.

**External Hard Drives**
The video lab recommends you purchase a 7200rpm Firewire 800/USB 2.0 external hard drive. For reference, 5 minutes of standard definition digital video footage = 1 GB of storage space.

**WAC Video Library**
The video lab has access to videotapes dating back to the 1994-1995 academic years. To request a tape, you must email the Video Lab Manager the index numbers of the tapes you wish to view. This information can be found at the video lab’s website (http://www.wac.ucla.edu/VideoLab.php). Tapes must be reserved 24 hours in advance and it is recommended that you reserve a station or dub bay for viewing. Tapes can only be viewed while video lab staff is on duty. Tapes cannot be taken out of the lab. Tapes from the current year are housed in the video lab. Please note that the video lab provides these materials for “viewing purposes only”; it is your responsibility to obtain all required release forms from copyright holders before presenting/distributing any/all works. These tapes and this library are for WAC use only.

**Special Event Documentation**
The WAC Video Lab Manager coordinates video documentation services for department-sponsored special events. The producer of the event must schedule a meeting with the Senior Public Events Manager and the Video Lab Manager at least
fourteen (14) business days in advance of the requested shoot date to discuss the details.

**Location Permits**
According to policies set forth by the University of California’s Events Office, location filming permits are required when videotaping anywhere on the UCLA campus, including inside Kaufman Hall. The only exception is the videotaping of rehearsals by WAC students inside studios and theaters. Applications are available from the Events Office, located at 168 Kerckhoff Hall. Completed applications are to be turned into the Events Office one week prior to your shooting dates. The permit fee will be waived for students shooting class related projects. All other projects may be assessed a fee.

**End of Quarter Lab Closure**
The WAC video lab will be closing last day of quarter. Please make arrangements to transfer your valuable data to your own storage devices prior to this date.

**Video Lab Manager**
Will O'Loughlen
woloughlen@arts.ucla.edu
Monday through Friday
9 am - 1pm & 2pm - 6pm

**Building Manager**
Arsenio Apillanes
arsenioa@arts.ucla.edu
2016/2017 Video Lab Operations Agreement Signature Page

By signing this page you acknowledge that:
1) You have read and completely understand the regulations set forth in the WAC Video Lab 2016/2017 document.
2) You agree to abide by these regulations.
3) You understand that infractions of the regulations described in this document can result in a reduction or complete loss of lab privileges.

(Your Signature)

(Print Your Name)

(Your Bruin ID #)

(Phone Number)

(Email Address)

(Date)

(Print Name of Your Faculty Sponsor if applicable)

For Administrative Use Only

(WAC Video Lab Manager) (Date)

(Kaufman Facility Manager) (Date Access Granted)