



MEDIA SERVICES MEDIA TEACHING CENTRE

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@BrunelMTC



REGISTRATION GUIDE



WHAT IS THE MEDIA TEACHING CENTRE?

The Media Teaching Centre (MTC) is an exciting hub of HD production equipment and post-production facilities. We offer Brunel staff and students the opportunity to access our equipment and facilities for University projects.

If you are hoping to produce a film, documentary or other visual project for either your University course, or related work, the MTC is the place for you.

Once registered with The MTC, you will receive training and be able to access our wide range of state of the art HD equipment and facilities.

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CONTACT DETAILS

Address: Media Teaching Centre
Media Services Dept.
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UB8 3PH

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Email: media-user@brunel.ac.uk
Intranet: <https://intra.brunel.ac.uk/s/mediaservices>
Twitter: @BrunelMTC



Finding us: 3rd floor of the Lecture centre. Room 307. Please take the first set of stairs (or lift) on the right hand side when entering the LC main entrance.

MAIN CENTRE OPENING HOURS

Monday - Friday 0900 to 1700

EQUIPMENT RENTAL OPENING HOURS/RETURN TIMES

Monday - Thursday 0900 to 1230 and 1330 to 1700

Friday - 0900 to 1230 and 1330 to 1630

EDIT SUITE OPENING HOURS/HIRE TIMES

Monday - Friday 0900 to 1230 and 1330 to 1700



ACCESS

Access to the MTC equipment and facilities is granted after registration at the MTC reception. Every user must register before being allowed access to facilities. In order to register you must bring your staff/student ID card.

REGISTRATION

There are two types of registration available at the MTC. COURSE registration and GENERAL LOAN registration.

COURSES - STUDENTS

Students on courses (CO1700, CO2701, CO3700, FM2065, FM3000, FM3017, FM3061, MA DOC, SP3707 and EN2002) will have access to the MTC in a pre-arranged agreement with their module leader. All equipment and facility bookings will be in accordance with that agreement. Please ask MTC staff or module leader for more details.

GENERAL LOAN - STAFF AND STUDENTS

Access to the MTC is open to all members of the Brunel community, which includes students and staff. The MTC will allow the loaning of equipment and the booking of facilities for professional development and university related projects.



EQUIPMENT

The MTC has a large selection of production equipment available to hire (all items are subject to availability for general loan, and subject to agreement for courses):



CAMERAS

Canon C100
 Canon XF100
 Canon XF200
 Canon 5D Mark III
 Sony PMW200
 Sony HDR-PJ220E
 Canon 100D (photography only)
 Go Pro

AUDIO

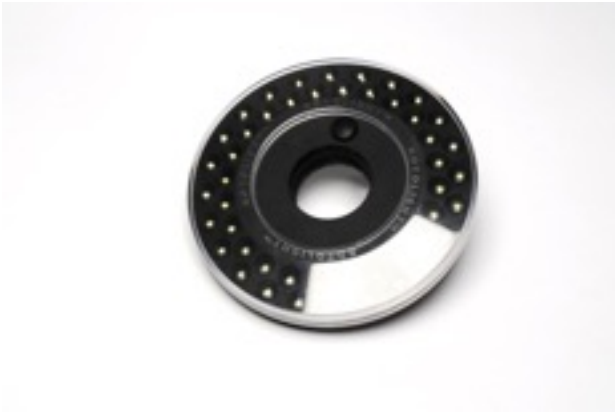
ME66 Shotgun Microphone
 ME64 Shotgun Microphone
 Audio Technika Microphone
 Sennheisser Radio Microphone
 Zoom recorder H4N
 Lapel microphone
 Boom pole



CAMERA SUPPORTS

E-Image Tripods
 Manfrotto Tripods
 Hague Shoulder Mount
 Manfrotto Fig Rigs
 Glide Cam Track
 Jib 50
 Manfrotto Steadicam
 Red Rock DSLR Rig
 Indie track and dolly kit





LIGHTING

Arri 3 head lighting kit
 Dedo 3 head lighting kit
 Lishuai LED 3 head lighting kit
 Lishuai LED panel light
 Lishuai LED camera light
 Swit camera light
 Rotolight
 Scorpion Lights

OTHER ITEMS

ATOMOS Ninja Blades
 HDMI field monitors
 Camera rain covers
 Clapperboards
 Hague junior jib
 Hague Dolly Kit
 Microphone shock mounts
 Manfrotto Monopods
 T-Bar hot shoe splitter



FACILITIES

The MTC also has post-production facilities available to hire (all facilities are subject to availability). Training is provided in two industry standard editing applications:

EDITING

Avid
 Media Composer 7

Final Cut Pro X





HOW TO HIRE EQUIPMENT

COURSES - STUDENTS

You can pick up and return your equipment from the MTC reception at the times stated in the opening hours section.

All items are available on five working day loans, and can be extended up to three times. However, lighting and grip equipment cannot be extended and must be returned for at least a 24 hour period after the five working day loan.

You can reserve equipment in advance at the MTC reception, over the phone, or by email. Reservations will only be held for 48 hours.

GENERAL LOAN - STAFF AND STUDENTS

All general loans must follow the MTC general loan policy guidelines (see MTC staff for a copy). Compulsory training must be completed before accessing equipment and facilities, and dates of equipment/facility use must be agreed in advance.

All items are loaned for a pre-agreed length of time, and no extensions are granted on any equipment/facility use. If a further loan is required, new dates must be provided and agreed with the MTC, in advance and in accordance with the policy.

General loan STUDENTS (not staff) will be required to obtain permission from a tutor as part of the general loan policy (more details in the policy guidelines).

Once guidelines have been completed, you can pick and return your equipment up from the MTC reception at the times stated in the opening hours section.

EQUIPMENT EXTENSIONS

See the loan policy on page 7 for more details.

HOW TO HIRE FACILITIES

COURSES - STUDENTS

To book edit suite facilities, registered students must email:

media-edit@brunel.ac.uk

Users will receive an automated response to confirm the booking.

Please see the facility hire policy on page 8 for more details.

GENERAL LOAN - STAFF AND STUDENTS

Before bookings can be made, staff/students will need to complete compulsory training. Users must also follow the general loan policy guidelines, and dates of facility hire must be agreed in advance with the MTC.

To book edit suite facilities, registered users must email:

media-edit@brunel.ac.uk

Users will receive an automated response to confirm the booking.

Please see the facility hire policy on page 8 for more details.



EQUIPMENT LOAN POLICY



ALL USERS

The following applies to course students and general loan users.

Once registered with the MTC you will only be able to loan equipment once training is completed (general loan users must also complete required guidelines).

All loan periods start from end of business (17:00) on the day equipment is hired, and must be return or extended before (17:00) on the day the loan expires. No extensions will be granted after 17:00 on the day of return, as a late return fine will have incurred. No extensions will be granted if equipment has already reached the maximum third extension.

If late return fines have been activated, users will be charged £5 per day (inc weekends) until the equipment is returned. Users will not be able to extend while a late return fine is outstanding, unless authorised by MTC staff (and module leader in course loans). If the equipment is returned late, and the fine not cleared, there will be no access to equipment until the fee is cleared.

Late return fines can be paid in CASH ONLY at the MTC. Waivers will be granted on medical grounds, or in exceptional circumstances if evidence is provided.

In cases of accidental damage, loss or theft, a form will need to be completed at the MTC reception. The costs will be covered by the MTC and your College.

If equipment is stolen, it must be reported to the MTC immediately, and a crime reference number must be provided.



FACILITY HIRE POLICY

The following applies to all course students and general loan users.



All users must complete compulsory training before facility access is granted.

Edit suite bookings are available in 3.5 hour allocations ONLY.

Hours of bookings are 0900-1230 or 1330 to 1700 Monday to Friday

In the last four weeks of every term, bookings can also be made 1700-2030 Monday to Thursday.

After booking, the MTC operates a thirty minute no show policy, where if users don't show up in the first thirty minutes (without notification in advance to the MTC team) then the booking is made available to other users.



All bookings must be made to media-edit@brunel.ac.uk and users will receive an automated response to confirm booking.

All users are responsible for backing-up work at the end of editing sessions. Protocols for saving files are outlined in training sessions. The MTC cannot be held responsible for any work lost which has not been backed-up.

All editing suites must be left ready for the next user, with work surfaces cleared and tidied, and all personal property removed.

The connection of MP3 players, USB sticks and External Drives to our systems without prior authorisation is forbidden, and may result in your access to all media facilities being suspended. All external devices must be brought to the MTC reception for virus scanning before any authorisation will be given.

Any unauthorised use of computer systems within the MTC will result in removal from the facility.



Brunel
University
London

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