
PHOTOGRAPHY STUDIO LOAN AGREEMENT

In order to be eligible to borrow equipment from the Photography Studio you must fill in all fields of the form below.

STUDENT ID:

FIRST NAME:

LAST NAME:

COURSE:

CURRENT YEAR (CIRCLE).....1ST.....2ND.....3RD.....

LOCAL ADDRESS/CONTACT DETAILS

STREET ADDRESS:

AREA/TOWN:

STATE:

POSTCODE:

PHONE (H):

PHONE (M):

EMAIL (csu):

HOME ADDRESS/CONTACT DETAILS

STREET ADDRESS:

AREA/TOWN:

STATE:

POSTCODE:

PHONE (H):

PHONE (M):

EMAIL:

CERTIFICATION OF ABOVE DETAILS

I certify that the information above is correct and that I am responsible for informing the Photography Studio of any changes to the above details.

PRINT NAME:

SIGNATURE:

DATE:/...../.....

WITNESSED.....

PHOTOGRAPHIC STORE RECORD

THIS CONTRACT SETS OUT THE POLICIES AND PRACTICES REQUIRED OF STUDENTS UTILISING FACILITIES ASSOCIATED WITH COURSES HELD IN THE VISUAL ARTS/PHOTOGRAPHIC AREA AT CHARLES STURT UNIVERSITY, WAGGA WAGGA. FAILURE TO ADHERE TO THESE POLICIES AND PRACTICES WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN. FAILURE TO SIGN AND SUBMIT THIS CONTRACT WILL PRECLUDE A STUDENT FROM UTILISING THE FACILITIES.

1. General conduct (facilities)

1.1 Students must:

- 1.1.1 Read relevant manuals and tutorials before operating facilities.
- 1.1.2 Observe and abide by safe operating instructions and OH&S practices as set out by lecturing and support staff.
- 1.1.3 Utilise the facilities only for assignment or tutorial related work unless otherwise approved.
- 1.1.4 Book all usage of facilities through the booking sheets located outside the School Office and strictly adhere to these booking times (After Hours/Weekends).
- 1.1.5 Report genuine faults to support staff.
- 1.1.6 Power off facilities after use including computers, monitors, amplifiers, mixers, lights and associated equipment unless otherwise instructed.
- 1.1.7 Keep all doors closed to enable air conditioning to function properly and cut down on noise interference with other users of the facility.
- 1.1.8 Abide by the directions given by lecturing and support staff of SVPA.
- 1.1.9 Assist in keeping the facilities secure by notifying security of their departure if they are the last one to leave the facility after hours. Students must wait for security to arrive and lock the facilities before leaving (After Hours/Weekends).
- 1.1.10 Ensure the safety of yourself and others, and ensure the safety of your working environment.
- 1.1.11 Report immediately any injury to the nominated first aid officer (Geoff Gordon).
- 1.1.12 Report any potential hazards within your learning environment.

1.2 Students must not:

- 1.2.1 Utilise facilities outside of times that they have booked through the School Office booking sheet.
- 1.2.2 Work alone after hours.
- 1.2.3 Utilise facilities for any purpose other than for completing assignment work required of the subjects in which they are enrolled in, without written permission from technical and lecturing staff.
- 1.2.4 Breach copyright, including:
 - 1.2.4.1 Utilising the work of others as stored on the computers or file services.
 - 1.2.4.2 Copying of any of the software packages.
 - 1.2.4.3 Utilising the facilities to copy CDs, DVDs, Videos and other copyright material.
- 1.2.5 Alter the cabling, layout, installation, software and configuration of any system where this would not normally be a user controlled function.
- 1.2.6 Install, update or modify any software packages.
- 1.2.7 Attempt to repair any equipment or have it repaired without approval from the appropriate technical staff.
- 1.2.8 Remove any covers or panels from any equipment.
- 1.2.9 Alter the settings of any air conditioning systems (students may turn on/off the studio plants as required).
- 1.2.10 Attempt to breach the security of any of the computers or file server systems.
- 1.2.11 Move any fixed installation equipment between rooms or buildings.
- 1.2.12 Drink, eat or smoke in any of the facilities or leave behind any litter or other materials.
- 1.2.13 Leave any Photographic Store borrowed equipment unsecured in any of the rooms.

2. Photographic Studio specific (in addition to the conditions set out in general conduct)

2.1. Students must:

- 2.1.1. Put all borrowed equipment including lights, stands, umbrellas and other accessories back in the 'Student Photography Store' on completion of a shoot and lock the store.
- 2.1.2. After a shoot in which gear is borrowed from the Student Photographic Store return any borrowed keys through the return chute located outside the Photographic Store.
- 2.1.3. Ensure that the cyclorama is not damaged during a photo shoot.
- 2.1.4. Take faulty lights, power leads & other equipments to the Photographic Store officer for repair.
- 2.1.5. Thoroughly clean & sweep the studio floor, and remove any debris following every studio session.
- 2.1.6. Mop any spills of liquids with the mop provided in the Student Photography Store.
- 2.1.7. Return all other equipment including camera's to the Photographic Store at the earliest opportunity.
- 2.1.8. Correctly roll all cables and return to respective holding areas.
- 2.1.9. Ensure all exit ways are clear at all times.

2.2. Students must not:

- 2.2.1 Perform any act which may damage the studio floor and cyclorama.
- 2.2.2 Leave any screws or other sharp metallic objects on the floor.
- 2.2.3 Leave any lights, stands and other equipment unattended in the studio.
- 2.2.4 Replace fuses and globes, in the case of either blowing seek a Technical Staff member to perform the maintenance.
- 2.2.5 Book the facilities on behalf of another student or allow others to utilise their booking time. Unless two students are collaborating on a project, or are utilising the same equipment in which case both students must be present at the studio.
- 2.2.6 Wear open-toed footwear nor allow any other student (from other courses) to enter the studio complex with open toed footwear.

3. Darkroom Specific (in addition to the conditions set out in general conduct)

3.1 Students must:

- 3.1.1 Sign in for after-hours access at the school office prior to 4.30 pm on the day the darkroom is required.
- 3.1.2 Call security to lock up the facilities. Students must wait for security to meet them at the facility and then must promptly vacate once the area is secured at the end of their booking time.
- 3.1.3 Wear closed shoes at all times whilst in the darkroom.
- 3.1.4 Place all test strips & paper scraps etc in the bins provided.
- 3.1.5 Leave Neg carriers & filters draws in the enlargers.
- 3.1.6 Return printing easels to the storage area below printing bays.
- 3.1.7 Turn the print dryer to "Run Down" after use.
- 3.1.8 Turn off water to wash tray at end of session.
- 3.1.9 Report any equipment faults.

4. Loan Specific (in addition to the conditions set out in general conditions)

4.1 Students must:

- 4.1.1 Return all overnight loan equipment by 9.30 am on the due date or incur the following fines:
 - ❖ \$5 per item past 9.30 am on the due date – then a further \$5 per item further 24 hours overdue
 - ❖ Overdue fines continue to increase until the item is returned.
 - ❖ The maximum fine is \$100 per item or the value of the item + \$10 administration fee, whichever is less.
 - ❖ A bill for the replacement value of the item + \$10 administration fee will be sent to the student when the item is overdue 7 days or more - Fines will be levied against the borrowing students' university account.

- 4.1.2 Return all day loan equipment by 4.30 pm on the due date or incur the following fines:
- ❖ \$5 per item past 9.30 on the due date, then a further \$5 per item further 24 hours overdue.
 - ❖ Overdue fines continue to increase until the item is returned.
 - ❖ The maximum fine is \$100 per item or the value of the item + \$10 administration fee, whichever is less.
 - ❖ A bill for the replacement value of the item + \$10 administration fee will be sent to the student when the item is overdue 7 days or more - Fines will be levied against the borrowing students' university account.
- 4.1.3 Pickup all equipment during the borrowing times:
- | | |
|------------------|-----------------------|
| 8.45 – 9.45 am | Day loan |
| 12.00 – 12.30 pm | Afternoon studio hire |
| 3.30 - 4.30 pm | Overnight loan |
- 4.1.4 Utilise the equipment booking forms located outside the Photographic Studio to book any equipment.
- 4.1.5 Conduct themselves in a professional and proper manner, with particular attending being given to location shoots in public places.
- 4.1.6 Maintain security for all borrowed equipment.
- 4.1.7 Return equipment in the same physical condition that it was borrowed in.
- 4.1.8 Report all equipment faults, breakages and losses to the Photographic Store Officer.
- 4.1.9 Charge all batteries before returning them.

4.2 **Students must not:**

- 4.2.1 Utilise outside equipment for any purpose other than that for which it was originally borrowed.
- 4.2.2 Utilise outside equipment for projects not pertaining to their particular subject assessable items.
- 4.2.3 Swap outside equipment with other users or groups.
- 4.2.4 Remove equipment from protective casings whilst equipment is in transit or storage.
- 4.2.5 Attempt any equipment repairs or use the services of outside service agents without approval.
- 4.2.6 Break any State or Federal laws in the process of conducting location shoots (eg trespass).

4.3 **Breakages and Theft Clause:**

- 4.3.1 Students are exclusively responsible for all gear whilst under their possession. It is the sole responsibility of the student to ensure that all gear is locked up safely when not in use and that is taken care of.
- 4.3.2 In the event of deliberate misuse and/or accidental breakage it will be the responsibility of the student to cover any repair costs incurred in repairing the item.
- 4.3.3 In the case of theft a student will be required to file a police report and submit a copy of the report to the Photographic Store Officer. You may be required to answer a few questions regarding the theft, by the Technical staff in association with other University bodies.
- 4.3.4 All breakages and theft should be reported to the Photographic Technical staff as soon as possible.
- 4.3.5 As it is the sole responsibility of the student to ensure the equipments safety when on loan, any theft that occurs whilst under the student's loan period will be billed to the student. You will be required to pay a fine to the total amount of the replacement cost of the item plus a \$10 administration fee.
- 4.3.6 If you have any outstanding fines you will be ineligible to graduate and will not receive your results until the fines have been paid.