

Photo Lab Equipment Sign-out

Students enrolled in Art+Design Department Photography classes may borrow or return equipment from the Photo Lab Cage from 9am to 5pm, Monday through Friday.

Non Photo Art+Design students may borrow equipment by prior permission (Instructors must send Technical Director of Photography class rosters in advance).

Instructors: Please do not send your students to the Photo Lab unless you have pre-arranged permission for them to borrow equipment.

Other CAMD students may borrow equipment by special permission of the Visual Media Services Manager, with prior agreement between their Instructor or Advisor and the VMS Manager in advance. **Please do not appear unannounced and expect to sign out equipment.** Non-Photo students are not guaranteed any equipment, as there is a limited inventory, and Photo Students have first priority with any equipment. Non CAMD students may request the use of equipment; **in writing, in advance.** Their requests will be handled on a case by case basis, and are not guaranteed.

Equipment sign-outs are for 24 hours during the week, or from Friday to Monday. It is the student's responsibility to return all equipment when it is due. If you will be late returning equipment, please call the Photo Lab at 617 373-8697. An ID card will be required in exchange for equipment rental, that will be left in the Photo Lab until the equipment is returned. You are responsible for any loss or damage to borrowed equipment. There is a \$10 per item/per day late fee. Failure to comply with these rules may result in loss of the privilege to borrow equipment, loss of use of the photo lab facilities, and referral to Public Safety.

The Visual Media Services Manager is Bruce Hamilton.

He may be reached at:

617 373-2380

or b.hamilton@northeastern.edu