



**HUB M.E.C.**  
**STUDENT HANDBOOK**

**HARRINGTON SCHOOL  
OF COMMUNICATION  
AND MEDIA**

# **CONTACT INFORMATION**

**The HUB Media Equipment Center**  
107 Ranger Hall  
10 Ranger Road  
Kingston, RI 02881 USA

**Phone:** 401-874-9424

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**url:** <http://harrington.uri.edu/about-main/student-experience/learning-spaces/the-hub/>

# HOURS OF OPERATION

MONDAY - THURSDAY: 9AM - 9PM

FRIDAY: 9AM - 6PM

SATURDAY: CLOSED

SUNDAY: 3PM - 9PM

# EQUIPMENT RETURN DEADLINES

**CHECKED OUT      DUE BACK BEFORE**

MONDAY      THURSDAY, 4PM

TUESDAY      FRIDAY, 2PM

WEDNESDAY      SUNDAY, 6PM

THURSDAY      MONDAY, 4PM

FRIDAY      TUESDAY, 4PM

SUNDAY      WEDNESDAY, 4PM

# **MISSION**

The primary mission of the Harrington HUB Media Equipment Center (M.E.C.) is to serve as the media technology resource center for the Harrington School of Communication and Media at the University of Rhode Island, Kingston.

We provide equipment and tech support for all media production classes in the Harrington School, as well as limited support for projects by any current student, faculty or staff at URI.

We're committed to fostering creativity and providing a level of service and expertise to our patrons that ensures their production endeavors are successful!

# **EQUIPMENT + FACILITIES**

The HUB M.E.C., in 107 Ranger Hall, houses a variety of equipment that is updated regularly and expertly maintained to keep up with the constantly evolving world of media technology.

We offer entry-level media production equipment through professional grade gear, as well as a Mac computer lab with industry-standard audio and video post-production software.

For a complete list of available equipment, check out our website:

<http://harrington.uri.edu/about-main/student-experience/learning-spaces/the-hub/>

# EQUIPMENT ACCESS

The HUB M.E.C. is open to all current student, faculty and staff at URI Kingston.

Equipment may be checked out of the HUB M.E.C. on a first-come first-serve basis, for a limited period of time. To see when equipment is due back, check out the 'Equipment Return Deadlines' on page 3.

To access equipment, potential patrons must completely fill out and sign an '**Equipment Usage Agreement**' form in Ranger 107, and provide a valid URI ID. Without the signed agreement and ID, access to the HUB will not be granted, no exceptions.

The 'Equipment Usage Agreement' grants patrons access for the duration of the semester in which they signed the agreement. Patrons are welcome to re-apply for access during the next semester.

All patrons are granted a 'Harrington Basic' level of access that enables them to check out entry level video cameras, tripods, lights, audio recorders and Mac laptops.

'Advanced' equipment access is granted only to students enrolled in Harrington School media production classes, and is based on the technology used in the course.

For a list of access levels and corresponding equipment, see:

<http://harrington.uri.edu/about-main/student-experience/learning-spaces/the-hub/>

# CHECK OUT POLICY

Patrons who are taking equipment out of the HUB M.E.C. must be physically present to check out their equipment. No one is allowed to check out equipment under any else's name. Patrons may only check out equipment relevant to their access level.

All equipment to be checked out of the HUB M.E.C. must be physically and visually inspected before leaving. Inspection includes verifying that the equipment is in good working order and all listed components are present. If something is missing or damaged, notify HUB staff, who will rectify issues on-site.

Upon completion of inspection, Patrons must sign a form stating that they have verified the working condition of the equipment and the inclusion of all component parts. Patrons assume financial responsibility for all damage or loss incurred while said equipment is in their possession. Once Patrons leave the HUB M.E.C., all loss or damage assessed by HUB staff upon return is the responsibility of the Patron.

NEVER LEAVE EQUIPMENT IN  
AN UNATTENDED  
AUTOMOBILE

DO NOT EXPOSE EQUIPMENT  
TO PROLONGED PERIODS  
OF INTENSE COLD

KEEP GEAR AWAY FROM  
WATER, SAND,  
AND INTENSE HEAT

# **CHECK IN POLICY**

PATRONS MUST RETURN EQUIPMENT TO THE HUB M.E.C. BY THE TIME IT IS DUE, IN THE SAME CONDITION IT WAS CHECKED OUT IN.

HUB staff will always inform patrons when their equipment is due back at check out, as well as provide a receipt listing the return deadline. See page 3 for the full 'EQUIPMENT RETURN DEADLINE' chart.

While it is not recommended, patrons may have someone else return equipment for them to avoid it being returned late.

Patrons must wait a full day after returning equipment before they are allowed to check out equipment again. In other words, if you return equipment on a Monday, you can not check out again until Tuesday.

## **DAMAGED/LOST EQUIPMENT**

Patrons assume financial responsibility for damaged and/or lost equipment. Damage is assessed by HUB staff, in accord with the 'Equipment Usage Agreement'.

Patrons may not use the HUB until arrangements have been made to repair/replace damaged/lost equipment.

Students with outstanding repair/replacement fees at the end of the semester will be placed on a university wide registration hold until the fee is paid.

Faculty and Staff will have outstanding fees charged to their respective department.

# **LATE EQUIPMENT**

Patrons may check out equipment from the HUB M.E.C. for a limited period of time, and agree to pay late fees upon failure to return equipment before the time specified on their check out by HUB staff.

Traffic, illness, not being on campus that day, and any other personal issues are not considered valid excuses for tardiness. All equipment returned after its due time is considered late.

Though it won't change the equipment's late status, it is recommended that if a patron knows they will be late, that they call and notify HUB staff.

# **LATE FEE SCHEDULE**

\$5/per piece of equipment/per day late. Max \$100.00

\$10/per day late for Mac laptop computers. Max \$70.00

Patrons with unresolved late fees cannot use the HUB until the fee is paid. Equipment more than one-week late will be reported to local police as theft.

# **EXTENSIONS**

Patrons may request 1 'extension' per check out, for an additional 2 days. This requires the equipment to be returned to the HUB M.E.C. by its original specified due date so that HUB staff can verify its condition before an extension is granted.

Extensions will not be granted over the phone, and no extensions will be granted for equipment that is brought in late.



# **RESERVATIONS**

Reservations for specific equipment may be made up to 2 weeks in advance, either in-person or over the phone.

Patrons must wait 2 full days after returning equipment to reserve equipment again.

Patrons are limited to 1 reservation per week.

# **LAPTOPS**

Due to high demand and cost, laptops fall under slightly different rules than all other equipment at the HUB.

Extensions will NOT be granted for laptops.

Laptops may not be checked out more than once per calendar week.

Fees for late laptops are \$10/day, max \$70.00. After 7 days the laptop will be reported as stolen to local police.

(2) late laptop returns in a semester will result in permanent suspension of laptop check out privileges.

# **IN-HOUSE EQUIPMENT**

The HUB also has facilities and equipment available for patrons to use in-house (meaning it can't be removed from the building). These are available during open hours (see page 3).

# **IN-HOUSE EQUIPMENT (CONT.)**

The HUB also has facilities and equipment available for patrons to use in-house (meaning it can't be removed from the building). These are available during open hours (see page 3).

Patrons have access to an iMac computer lab, (2) editing suites, a sound recording room, and finishing editing suite. Additionally, patrons may checkout headphones, ProTools dongles, various adapters, computer mice, etc. to use in the building. This equipment CANNOT be taken out of the HUB. Removing in-house equipment from the building will result in immediate termination of access.

To use any in-house gear, simply present your valid URI ID at the desk in Ranger 107 to sign-in. The M.E.C. will hold on to the ID for the duration of usage, and return it upon return of the checked out items.

Reservations for facilities may be made up to 2 weeks in advance. Patrons cannot make in-house reservations on consecutive days.

## **SUSPENSION OF ACCESS**

The HUB M.E.C. reserves the right to terminate or suspend access at any time for violations of policy and any damages to or improper usage of equipment.

we're here for you

