

# Photography Student Handbook and Loan Agreement

**ACADEMIC YEAR 2022-23**

**Photography Department Glendale Community College**

## **Full-time Faculty:**

*David Yamamoto, Chair*

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*Amy Oliver, Faculty*

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## **Photo Office Staff:**

*Paola Reeser, Senior Lab Technician*

Phone: (818) 240-1000, ext. 5382

Email: [preeser@glendale.edu](mailto:preeser@glendale.edu)

Office: SG 345

Campus Police:

GCC Police Emergency (818) 240-1000 ext. 4000

GCC Police Non-Emergency (818) 240-1000 ext. 5205

Outside GCC Police Emergency (818) 409-5911

## **FACILITY POLICIES:**

EVERY semester, all borrowers must:

- Complete the loan agreement with current contact information.
- Provide a photocopy of the front of your GCC I.D.
- Provide a photocopy of your government issued photo I.D.

At EACH checkout, you must present your current GCC I.D. with the barcode.

All students are subject to the Glendale Community College Standards of Student Conduct.

Only faculty, staff and students currently enrolled in Visual and Performing Arts Photography courses may access facilities or equipment.

Any conduct that compromises the safety or disrupts the communal use of the facility can result in the loss of lab privileges. This includes but is not limited to: not properly wearing a

mouth and nose mask, not practicing social distancing, poor hygiene, yelling, abusive or physical language or action, or disregarding the instructions of lab staff or faculty.

Faculty or lab staff may have any person removed from the facility if deemed to have created a disruption or nuisance.

No food or drink is allowed in the classrooms, work areas or labs. This applies to all faculty, staff and students.

Guests and animals are not allowed at any time.

The Photography Department reserves the right to deny access to any person.

Cell phone use is not permitted in any photography areas.

Lab personnel will not hold personal property at any time.

The Photography Department cannot be held responsible for lost or stolen property or equipment.

Open lab times are not guaranteed and may be changed if necessary. Students should plan ahead and anticipate changes.

If you experience any problem with any equipment or chemistry, or perceive any safety issue, notify staff or faculty immediately.

All theft will be reported to the GCC Police Department and the college administration.

### **EQUIPMENT POLICIES:**

Material fees pay for the cost of the supplies and materials that are provided, i.e. paper/ink. Lab fees do NOT pay the cost of equipment, cameras, tripods, lighting equipment, computers, or printers. The Photo Department provides this equipment as a courtesy through funding sources separate from materials fees. Students are not required to use the department's equipment and may purchase or rent their own equipment as they feel is appropriate.

All equipment is loaned complete and in working order. It is your responsibility to check the equipment before accepting the loan. You are expected to return all equipment in the same condition as when it was checked out. Any missing or broken parts discovered after accepting the loan will be deemed to have occurred while the equipment was in your possession.

You accept full financial responsibility for all equipment loaned or used by you. You are responsible for replacing or repairing any equipment damaged, lost, or stolen while on loan to you or determined by the Lab Technician to have occurred while on loan to you.

Equipment is loaned for the purpose of completing student, faculty, and staff projects. Equipment is not loaned for commercial purposes or for the use of persons assisting or hired by the borrower. Borrowing equipment for another's use will result in immediate loss of access to all overnight equipment.

Access to equipment is limited to what you have been approved or trained by faculty or staff to operate. Changes to access must be in writing directly from a faculty member or staff member capable of providing the required training.

Do not attempt to operate any unfamiliar or malfunctioning equipment. If you are not clear on the use of an item, ask your instructor or lab staff for help.

Equipment must be returned directly to lab staff, in person, by the same borrower who checked it out. Do not have another person return your equipment and do not leave equipment unattended on the counter. Equipment cannot be transferred between borrowers.

Unless arrangements are made in advance with lab staff, all equipment loaned overnight is due by the date and time of your appointment. Late fees vary from \$5.00-\$50.00 per day, per item and there is no grace period.

Equipment more than 4 days late will be considered stolen and automatically reported to the GCC Police Department and the college administration. Late fees will continue to accrue until equipment is returned or replaced and criminal charges may be filed.

Students who owe late or repair fees are not allowed access to any overnight equipment until all fees have been paid or equipment has been replaced. Repeated late or damaged returns will result in loss of access to all equipment.

Equipment loans may only be renewed in person with the equipment present and cannot be guaranteed. Phone messages or emails requesting renewal will not be accepted.

The Photography Department reserves the right to amend or update these guidelines as needed. Failure to adhere to these guidelines will result in loss of access to all equipment.

### **EQUIPMENT ALLOCATION BY CLASS:**

Access to equipment is limited to what you have been approved or trained by faculty or staff to borrow.

PHOTO 100— Introduction To Photography (beginning Spring 2022)

Small Bogen Tripod

Canon Digital Rebel T7/T3

SD Card Reader

PHOTO 101— Introduction To Traditional Photography (beginning Fall 2022)

Small Bogen Tripod

Nikon N80 w/50mm lens

PHOTO 103 – Medium and Large Format Film Photography

Light Meter (incident/flash/spot)

Medium format camera

Large format camera

4x5 film holders

Medium and Large Bogen Tripod

PHOTO 105 – Projects in Traditional Photography\*

PHOTO 111— Lighting I

Light Meter (incident/flash/spot)

Small and Medium Bogen Tripod

Canon Digital Rebel T7/T3

Canon 5D/6D Mark II DSLR

Canon Speedlite 600

Godox LED continuous light kit

PHOTO 112— Lighting II

Light Meter (incident/flash/spot)

Small and Medium Bogen Tripod

Canon 5D/6D MK II DSLR

Paul C. Buff Portable strobe kit

Reflector with stand (limited quantity)

PHOTO 130— Photoshop and Lightroom for Photographers

Medium/Large Bogen Tripod

Canon 5D/6D Mark II DSLR

Canon Digital Rebel T7/T3

Color Checker

Monitor Calibrator

Small and Medium Bogen Tripod

Reflector with stand (limited quantity)

Wacom tablet w/pen

PHOTO 132– Digital Photography II\*  
PHOTO 136 – Drone Photography and Videography (beginning Fall 2022)\*  
PHOTO 140– Fine Art Photography\*  
PHOTO 142– Commercial Photography\*  
PHOTO 144– Documentary Photography\*  
PHOTO 146 – Advanced Projects in Photography\*  
PHOTO 156 – Professional Practices for Photographers\*  
PHOTO 158 – Contemporary Photography and Practices\*  
PHOTO 170 – Field Studies in Photography\*

\*Access is limited to equipment students are approved to use in previous classes.

### **LATE FEES:**

Late fees are based on 1/4 of the current professional rental rate and a percentage of the replacement cost.

Please be aware that a camera kit contains multiple items and each item is charged a late fee individually.

### **DAILY RATE:**

35mm film camera ----> \$10  
Medium/Large format camera ----> \$25  
APS DSLR ----> \$10  
Full Frame DSLR ----> \$10 (Canon 5D) ----> \$25 (Canon 6D)  
Lens----> \$10  
Lens for medium format camera ----> \$25  
Flash ----> \$10  
Light Meter ----> \$10  
Tripod (all sizes) ----> \$10  
Laptop w/briefcase ----> \$50  
Wacom Tablet w/ pen ----> \$10  
LED continuous light kit ----> \$25  
Portable strobe kit ----> \$50  
Reflector with stand ----> \$10  
Various Accessories  
(i.e. card reader, color checker, 4x5 film holder, loop, lens cap, filter, battery, charger, etc.) ---->  
\$5-\$10

### **DISCIPLINARY ACTIONS:**

Violations to any Photography Department policies and procedures may result in the following tiered responses:

1. Verbal warning given with notification to respective faculty or staff
2. Written warning with notification to respective faculty and photography chair
3. Revocation of access to partial or entire photography facility and equipment with referral to Dean of Students for further disciplinary action.

### **EQUIPMENT LOAN AGREEMENT:**

I have received, read, and understand the loan guidelines. I will follow all of the safety rules, procedures and guidelines. I understand my failure to follow safety rules, procedures, or guidelines set by the GCC Photography Department may result in the revocation of my privilege to use the facilities and/or borrow equipment. I will not handle or operate any equipment, tools, or materials until I have been trained and authorized by the appropriate faculty and/or staff. I will take full responsibility for all tools and equipment checked out to me, including but not limited to, all applicable late fees and costs incurred from loss or damage.

**You will receive an email from [photography@glendale.edu](mailto:photography@glendale.edu) with a copy of this document including all of the information you provided.**

**Please keep a copy on your computer or print it out for your records.**