

Photography Student Handbook and Loan Agreement

ACADEMIC YEAR 2024-25

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 Instructional Lab Technician

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

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Office: SG 345

Clare Little, Studio Arts Lab Technician (only available Wednesday evenings)

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

* Indicates required question

1. Email *
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FACILITY POLICIES:

EVERY semester, all borrowers must:

- Complete the loan agreement with current contact information, providing your GCC email address.
- Upload a passport-style photo (head and shoulders, plain background) of yourself when prompted.
- Upload a screenshot of your current class schedule when prompted.

At EACH checkout, you must present your current GCC I.D. card with the barcode provided by Photography Lab Technician.

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

Only faculty, staff and students currently enrolled in 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.

During class time, students attending that class have priority for use of the facilities and equipment. Do not disturb instructors or classes in session to request access.

Students must stop working at posted times or when instructed by staff or faculty.

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

The lighting studio is a shared space, therefore, any activity which cannot be carried out in a public venue: i.e. nudity; will only be permitted upon prior approval by a faculty member three

weeks before the planned shoot to allow ample time for lab staff to make suitable arrangements. Images that violate statutory standards of obscenity are not allowed. 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.

Wear a mask, covering both nose and mouth, inside all Photography facilities and classrooms when asked to do so by College Administration, faculty, or staff.

If you are not feeling well, do not come to campus and communicate with your instructor regarding your situation.

DARKROOM USE:

Shoes are required.

When working with chemicals, gloves, protective eyewear and clothing are recommended.

Music may only be played through headphones at a volume that does not disturb others.

No light may be emitted from any personal devices, including smart watches and cellphones.

All equipment must be returned, clean and dry, at least 1/2 hour before closing.

Photography lab users provide their own disposable supplies including: lab towels, tape, pens, pencil, q-tips etc.

DARKROOM LOCKERS:

Lockers are only for students currently enrolled in darkroom/studio photo courses.

You may have to share a locker with another student depending on availability.

You must sign up for a locker in the photo lab office or your lock will be removed.

Only combination locks are allowed and the combination must be given to lab staff.

Small lockers are for Photo 101 students and become available the second week of the semester.

Large lockers are for intermediate and advanced students and are available the first week of the semester.

If you drop a photo course, you must vacate the locker, remove the lock, and inform the Lab Technician.

Lockers not vacated by the last day of class will have their locks removed and the contents become property of photo lab.

2. Understanding and Agreement *

Check all that apply.

I have read and understand the Facility Policies

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.

Students who drop or are dropped from a class must return equipment immediately.

If a student receives an Incomplete (INC) in the class, they must return all borrowed equipment at the end of the current semester; there are no extensions of loans given.

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.

3. Understanding and Agreement *

Check all that apply.

I have read and understand the Equipment Policies

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

Small Bogen Tripod

Canon Digital Rebel T7/T3

SD Memory Card and/or Reader

PHOTO 101— Introduction To Traditional Photography

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

SD Memory Card and/or Reader

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

SD Memory Card and/or Reader

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

SD Memory Card and/or Reader

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
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 that student was approved to use in previous class(es).

4. Understanding and Agreement *

Check all that apply.

I have read and understand the Equipment Allocation by Class

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

5. Understanding and Agreement *

Check all that apply.

I have read and understand the Late Fees

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.

6. Understanding and Agreement *

Check all that apply.

I have read and understand the Disciplinary Actions

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 of all tools and equipment checked out to me, including but not limited to, all applicable late fees and costs incurred from loss or damage.

7. Equipment Loan Agreement *

Check all that apply.

I agree with the statement above

CONTACT INFORMATION:

This contact information may be used in the future by the Photography department for outreach and career data.

8. Upload a passport-style photo of yourself. Head and shoulders, no filters, even lighting, plain background. This will be used as a form of ID. *

Files submitted:

9. Upload a screen shot of your schedule of classes. This can include non-photography courses. This will be used to verify your enrollment in photography course(s). *

Files submitted:

10. **First and Last Name ***

11. **Pronouns ***

Mark only one oval.

she, her, hers

he, him, his

they, them, theirs

ze, hir, hirs

Other: _____

12. **Phone # (example 555-555-5555) ***

13. **Alternative Phone # (example 555-555-5555)**

14. **Address (include number, street name, city, state, zip code) ***

15. **GCC STUDENT ID NUMBER ***

16. **Instructor's Name ***

Check all that apply.

- Anita Bunn
- Mary Linn Hughes
- Dana Maiden
- Steve Nilsson
- Amy Oliver
- Richard Rodriguez
- David Yamamoto

17. **Course Name ***

Check all that apply.

- Photo 100 - Introduction To Photography
- Photo 101- Traditional Photography
- Photo 112- Lighting 2
- Photo 132- Digital Photography 2
- Photo 140- Fine Art Photography
- Photo 160- Photoshop

Thanks for completing the Photo Loan Agreement

You will receive an email from 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.

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