MIAP 665 Broadway Lab Policy Document Regarding Student Lab Use Outside of Class Time - 2/16/16

The primary role of the MIAP Lab is to support the development of practical skills and facilitate classroom exercises within the context of the MIAP curriculum. Faculty may establish projects that require student use of the lab outside regularly scheduled class time, or students may wish to perform basic assessment projects and/or develop skills introduced in classwork and internships. Such use of the lab must be scheduled with appropriate staff, who maintains the lab schedule and equipment. Below are several conditions of approval for use of the lab by students outside of class:

1) Students must be currently enrolled in or have completed the following courses, depending on what lab equipment they want to use:
   - Basic Training
   - Video Preservation I
   - Video Preservation II
   - Film Preservation

2) Students must coordinate with Ethan Gates (ethan.gates@nyu.edu) to schedule an appropriate time to use equipment, based on Ethan’s availability. They should include the project they want to work on, indicating specific formats and equipment, whether it is for class or for an outside collection, and whether or not they have experience, inside or outside of class working with the requested equipment. Students must possess a working competency in any of the skills necessary to work on the equipment, without direct instructor or staff supervision. Even if students have completed required courses, it is up to Ethan’s discretion as to whether or not the student will be approved to use the equipment. Students cannot use any lab equipment without the expressed approval of archive staff.

3) If the student encounters any issues with the lab equipment during their session, they should immediately seek assistance from Ethan or Kathy.

4) No storage (physical or digital) can be provided for archival materials that do not belong to MIAP. MIAP cannot be held responsible for the storage of collections owned by other institutions or individuals, even temporarily. Students should be prepared to take all materials (including, if desired, any generated digital content) with them at the end of the lab session.

5) Students may use basic equipment and supplies, but will not be provided with film leader, cores, or cans.

Booking Procedures

Students wishing to utilize the lab outside of scheduled classroom time may place a request via email to Ethan Gates (ethan.gates@nyu.edu), at least one week before the requested date. In addition, if a project will be conducted as part of a classroom assignment or independent study, the student should copy his or her instructor on the email request. All requests for lab time will be considered based on the availability of the lab, the order in which the request is received, and the relevance of the intended use to the student’s education and training.