

Equipment Check-out Policy

ADM uses an online checkout system called Webcheckout. The General Webcheckout policies apply to all students, while counter specific policies only apply to the specific check-out counters.

General Webcheckout Policies

1. Equipment may be used for ADM course assignments only.
2. Any personal or subcontracting use will result in complete loss of privileges.
3. Repair or replacement of damaged equipment will be charged to the student responsible.
4. Enrollment in a course determines which equipment can be used by students and is decided by the course Instructor.
5. Students are responsible for equipment transportation.
6. Equipment can be taken off campus but not out of the country.
7. Students are responsible for secure storage when equipment is kept overnight.
8. Late returns are charged at \$20/day up to a maximum of \$100 per individual item. In addition, students who are late for 5 days or more will incur an additional 1 week ban on check-outs.
9. Students with outstanding fines will not be able to check-out further equipment until they have paid up their fines, at the ADM Finance Office, ADM Building 3rd storey.
10. Students are advised to return equipment once they are done using it and not wait until the last minute.
11. Check-out counters do not sell or provide removable storage disks and devices such as CDs, DVDs, USB drives, video tapes, audio tapes, etc. Students are responsible for these supplies.
12. Any equipment defects and malfunction should be highlighted to the counter staff immediately before leaving the

counter. The student deems full responsibility (eg. loss, damage, theft, etc.) for the equipment during the check-out period.

Counter Specific Policies

Film (ART 1-13)

Counter Hours:

Mon – Fri: 2pm – 4pm (equipment pick-up only)

Mon – Fri: 10am -12noon (equipment return only)

1. All equipment must be reserved at least 2 days before pickup. The Film counter does not cater for same day checkouts.
2. Equipment cannot be reserved more than 90 days in advance.
3. Equipment check-out duration is 3 days, including weekends and public holidays. It must be returned, inspected, and the student can re-reserve the equipment again after 2 days. No consecutive checkouts are allowed.
4. Equipment must be picked up within 1 hour of the scheduled time or it will be forfeited.
5. Late returns after 12 noon will not be allowed, no exceptions. Please plan time for packing up your equipment as part of your shooting schedule.
6. No type of equipment (eg. XL2 camera) may be reserved more than 5 times in one semester.

Photo (ART 2-31)

Counter Hours:

Mon – Thurs: 12pm – 1pm and 4pm – 6pm

Fri: 12pm – 1pm and 3pm – 5pm

1. Reservation of equipment prior to pick-up is recommended, but not compulsory.
2. Equipment can only be reserved 2 days in advance.

3. No equipment can be reserved more than 4 days in advance.
4. Equipment check-out duration is 3 days including weekends and public holidays with 1 renewal allowed.
5. Equipment not picked up during the scheduled time will be forfeited.

Animation (ART 1-13)

Counter Hours:

Mon – Fri: 2pm – 4pm (equipment pick-up only)

Mon – Fri: 10am -12noon (equipment return only)

1. Reservation of equipment prior to pick-up is recommended, but not compulsory.
2. Equipment can only be reserved 2 days in advance.
3. Equipment cannot be reserved more than 90 days in advance.
4. Equipment check-out duration is 3 days including weekends and public holidays with 1 renewal allowed.
5. Equipment must be picked up within 1 hour of the scheduled time or be forfeited.
6. Late returns after 12 noon will not be allowed, no exceptions. Please plan time for packing up your equipment.

Viscom and Interactive Media (ART 1-11)

Counter Hours:

Mon, Wed, Fri: 2.30pm – 4.30pm (equipment return only)

Mon – Fri: 11am – 1pm (equipment pick-up only)

1. Reservation of equipment prior to pick-up is recommended, but not compulsory.

2. Equipment can only be reserved 2 days in advance.
3. No equipment can be reserved more than 4 days in advance.
4. Equipment check-out duration is 3 days including weekends and public holidays with 1 renewal allowed.
5. Renewals via email is allowed, subject to 24 hours advance notice. Renewals via phone will not be entertained.
6. Equipment cancellation must be done through email or in person at least 30 mins in advance. Cancellation by phone or through proxy (friends, family or classmates) will not be entertained.
7. Equipment not picked up during the scheduled time will be forfeited. There is no grace period.
8. No double bookings are allowed, all users are only allowed to reserve one batch of any combination of equipment, according to class requirements and Faculty supervision.
9. Once booked, equipment cannot be changed or added on. Only damaged or non-functioning equipment can be exchanged.

Viscom and Interactive Media In-House Equipment

1. All In-House equipment must be reserved at least 2 hours in Advance.
2. In-House equipment cannot leave the ADM compound and are subject to a maximum of 3 hours usage, no renewals allowed.
3. In-House equipment must be returned before the Check-out Counter closing time, normal late penalties apply.
4. Two equipment per type are reserved for Viscom students for use within the school for short periods of time, such as emergencies or last minute 'touch up' of school works.
5. Most Interactive Media equipment can only be used inside the school compound, under the supervision of either the Faculty in charge or the Interactive Media Executive.

IT (ART 1-14)*Counter Hours:**Mon – Fri: 9am – 5pm*

1. All equipment are on a first come first serve basis. No reservations are allowed for IT equipment.
2. Equipment check-out duration is 3 days including weekends and public holidays with 1 renewal allowed.
3. Renewals must be made in person. No renewals via email, phone or proxy is allowed.

Foundation (S3.1 B4-01)*Counter Hours:**Mon – Fri: 11am -11.30am*

1. All equipment must be reserved at least 2 days in advance. The Foundation counter does not cater for same day check-outs.
2. No equipment can be reserved more than 7 days in advance.
3. Equipment not picked up within 4 days from reservation date will be automatically void.
4. Equipment check-out duration is 5 days including weekends and public holidays with no renewals allowed.

5. Late check-out or check-in of equipment after counter operating hours will not be entertained.
6. Cancellation of reservation for equipment can be done at any time but restricted to only 3 times per Semester for each student. Those found exceeding can be suspended from check-out of equipment for the Semester.
7. No swapping of equipment is allowed after a reservation is made. Students need to make another separate reservation for the other intended equipment.

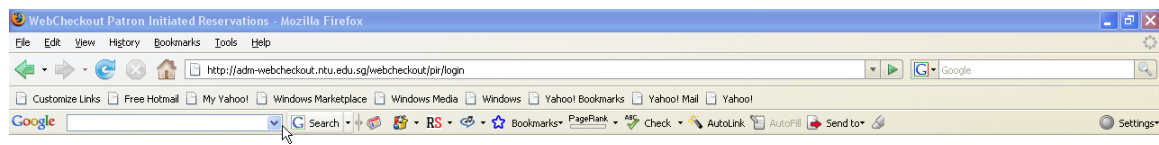
Reserving Equipment through Webcheckout

Logging in:

To access the Webcheckout login page, click on the following url:

<http://adm-webcheckout.ntu.edu.sg/webcheckout/pir/login>

Enter your **UserID**: refers to student account, **Password**: refers to the student's matriculation number, then hit **Enter**. Note that the UserID and Password are case-sensitive. You should see a list of one or more available **checkout centers** depending on your enrolled courses. Click on the desired **checkout center link**.



webcheckout

Figure 1: Webcheckout Home Page

Browsing Resources:

To see the resources available to you, click on the **find resources** button at the top of the screen. The screen displays a list of equipment in a window labeled **Resource Types** on the left of the screen where you will be authorized to reserve.

Adding Equipment:

Click the **Add** link in the Actions column to add the equipment you have selected to your reservation-in-progress.

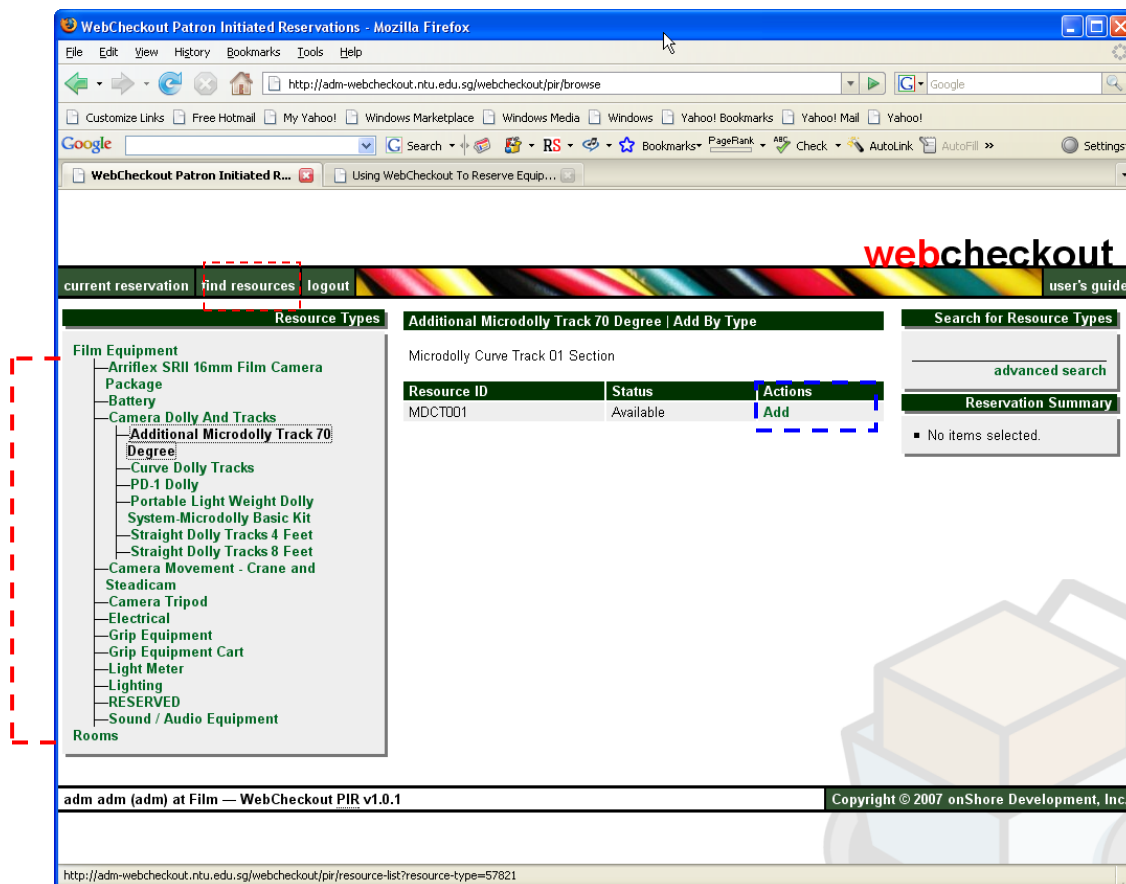


Figure 2: Webcheckout's Find Resources screen

When the selected equipment has been added, it will appear in the “Reservation Summary” window at the right of the screen and will no longer appear in the list of available resources.

Note that if each item that you have added to the Reservation Summary has a “Remove” link to the right of its name. When all the equipment has been added, the Reservation Summary window will contain all the equipment.

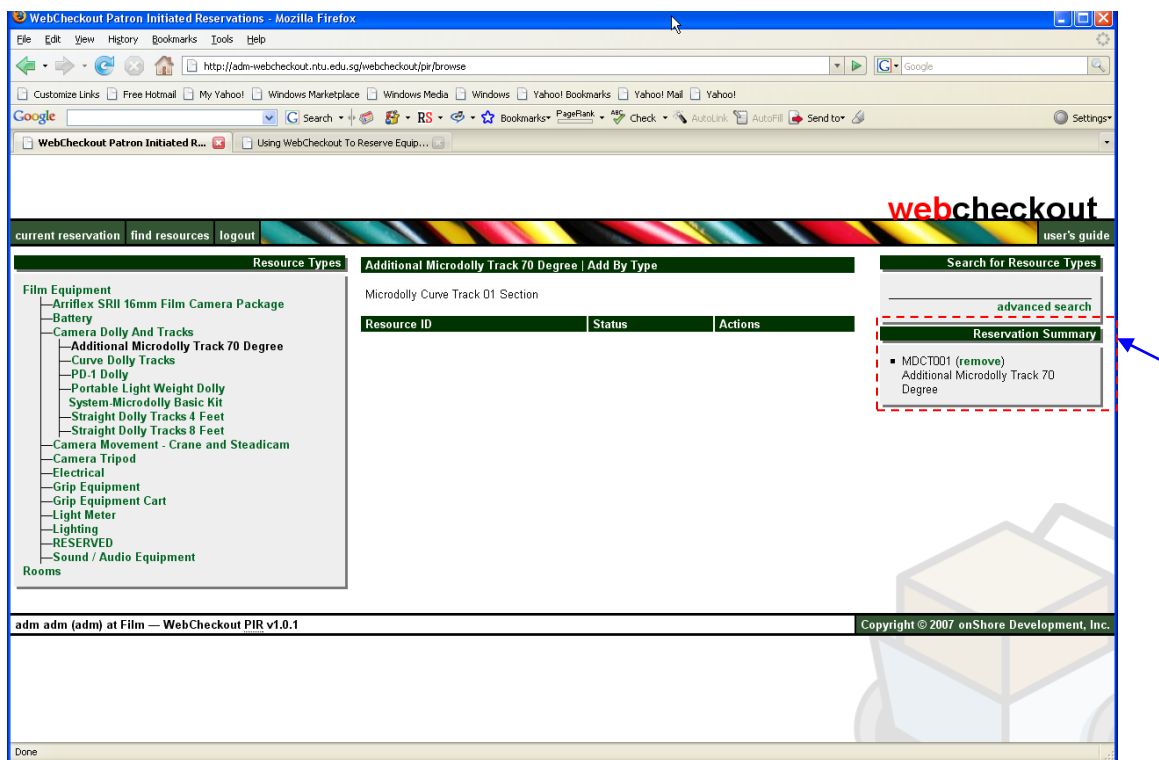


Figure 3: Webcheckout’s Find Resources screen

Creating Reservations:

Setting Times

A starting and ending date must be chosen for your reservation. To save your reservation, click on the *Current Reservation* button at the top of the screen. You need to choose both a *Start Time/Date* and an *End Time/Date* before the reservation can be saved.

To determine your End Date, just add 3 days (5 for Foundation) to your Start Date. If your End Date falls on a weekend or public holiday, you'll have to choose the next earliest day the counter is open.

A red box labeled *Problems* may appear underneath the reservation editing box to show any problems or conflict that may occur when you choose the dates and times for your reservation.

WebCheckout Patron Initiated Reservations

http://adm-webcheckout.ntu.edu.sg/webcheckout/pir/home

current reservation find resources logout

Editing New Reservation | Choose Another

Start Time: 9:00 AM
Date: 2008-01-22 (Tue Jan 22 2008)

End Time: 3:00 PM
Date: 2008-01-24 (Thu Jan 24 2008)

Confirm Reset

Times sel.

Problems

- Allocation has no duration.
- No resources or resource types selected.
- Patron has late checkout(s) at webcheckout (adm-resources).
- Film is closed at scheduled return time.
- Film is closed at scheduled pickup time.

Reset

Resource Type: Additional Microdolly Track 70 Degree
Selected Resource: MDCT001
Available Actions: Remove

Copyright © 2007 onShore Development, Inc.

Figure 4: Webcheckout's Find Resources screen

Confirming the Reservation

Once valid **Start and End Times** have been set and there are no other problems encountered, two buttons will appear at the bottom of the Edit Reservations window labeled *Confirm* and *Reset*. Clicking on the *Confirm* button will save your reservation permanently. (Clicking on the *Reset* button discards all your changes to the current reservation.)

WebCheckout Patron Initiated Reservations

http://adm-webcheckout.ntu.edu.sg/webcheckout/pir/home

current reservation find resource logout

webcheckout user's guide

Editing New Reservation | Choose Another

Start Time
Date 9 : 00 AM PM
2008-01-22 Tue Jan 22 2008

End Time
Date 3 : 00 AM PM
2008-01-24 Thu Jan 24 2008

Times set.

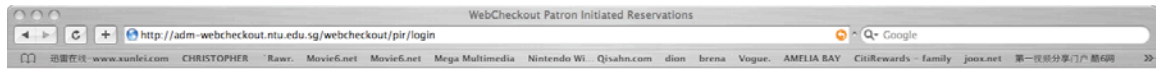
Confirm Reset

Resource Type	Selected Resource	Available Actions
Additional Microdolly Track 70 Degree	MDCT001	Remove

Sue Ping Lim (ELimSP) at Film - WebCheckout PIR v1.0.1 Copyright © 2007 onShore Development, Inc.

Viewing Reservations

You can see a list of your existing reservations during login, in a list that appears just after the list of checkout centers as shown.



Please Log In

User ID	ELIMSP
Password	

Please select a reservation to edit

CK-748: 1/15/2008-1/17/2008
Create a new reservation



Editing Reservations

Editing reservations can be edited even after they have been confirmed. Changes can be made to future Start and End Times and Start and End Dates, and equipment can be added or removed. Select a reservation, make the desired changes and click on the *Confirm* button to save the changes.

The screenshot shows a web browser window with the URL <http://adm-webcheckout.ntu.edu.sg/webcheckout/pir/home>. The page title is "WebCheckout Patron Initiated Reservations". The interface includes a navigation bar with links: "current reservation", "find resources", "logout", and "user's guide". The main content area is titled "Editing CK-749 | Choose Another". It contains two sections: "Start Time" and "End Time". The "Start Time" section shows a date of "2008-01-16" (Wed Jan 16 2008) and a time of "9:14 AM". The "End Time" section shows a date of "2008-01-17" (Thu Jan 17 2008) and a time of "3:14 PM". Below these sections are buttons: "Confirm", "Reset", "Delete Reservation", and "New". The "Confirm" button is highlighted with a red dashed box. To the right of the form is a table with the following data:

Resource Type	Selected Resource	Available Actions
Additional Microdolly Track 70 Degree	MDCT001	Remove
Curve Dolly Tracks	CDT002	Remove

At the bottom of the page, there is a footer with the text "Sue Ping Lim (ELimSP) at Film - WebCheckout PIR v1.0.1" and "Copyright © 2007 onShore Development, Inc."

