# AV Equipment On-Loan Service
## School of Journalism and Communication

## Rules and Regulations

All students majoring in Journalism and Communication are eligible to borrow School's AV equipment for study-related purpose.   Non-major students taking our equipment-based courses are also eligible.   Please read and observe the following instructions.

1.   All major students are eligible to borrow School's AV equipment for study-related purpose. Priorities will be given to students studying equipment-based courses.

2.   Please log on at website http://ebooking.com.cuhk.edu.hk/ for registration with your student ID number.

3.   Upon the completion of online registration, please go to CML209 in person with your CULink for account verification. A deposit of HK$300 will be charged in order to activate the account.

4.   Once the account is activated, students can reserve AV equipment through our online booking system.

5.   When online booking is confirmed, please go to CML209 (working hours: Monday to Friday from 9:15am to 12:30pm, 2:15pm to 5pm) in person on the specified check-out date to borrow the equipment. Reserved items will be released to other users if they are not checked out before the specified time. Equipment is on loan for two days. Students may renew the loan period for a maximum of two times. If the items are requested by other students, however, renewal will not be granted.

6.   **The penalty for late return is $10 per day for each item.** For example, if a student borrows 3 items at one time and returns late by 2 days, the penalty will be 3 X 10 X 2 = $60. The penalty will be debited directly from the deposit. If the deposit level falls below $100, the booking system will require students to top up the amount. Otherwise, the account will be suspended and the account holder will not be allowed to borrow any equipment. **In addition to the penalty, a one-week suspension of loan accounts will be implemented if students return loan item(s) late by 3 days or more.**

7.   Please return the loan item(s) punctually and take good care of the equipment. The $300 deposit can be refunded to students within a month in the end of every semester. Students can also retain their accounts and deposit throughout their studies in our School.   Please also note that the School may review the amount of deposit and make changes accordingly.

8.   In principle, advanced video cameras are reserved for students taking production courses of senior level. Due to the limited supply, we cannot guarantee that all eligible students can borrow the advanced video cameras successfully. Please do reserve the equipment in advance.

9.   The School has reserved HD video cameras for *U-Beat*, *Varsity*, *Pinpoint* and *Creative Media Laboratory* students. Students can reserve the equipment online. Please contact your instructors or teaching assistants for details.

10.   For lost and damaged items, students will need to make a full compensation.

   For enquiry, please approach our technicians at 3943 8711 or 3943 8712.

School of Journalism and Communication
August 2016

# 新聞與傳播學院影音器材借用須知

本院主修生學生可借用影音器材作學習用途。非主修學生只要修讀本院相關課程，也可登記借用器材。同學請細閱借用須知，謝謝合作。

1.  本院主修生，不論是否有修讀相關課程，均可登記借用器材作學習用途，惟器材會先借予修讀相關課程者。

2.  同學應先到此網址 http://ebooking.com.cuhk.edu.hk/，以學生證號碼登記並開設賬戶。

3.  登記完成後，同學需攜帶中大通(CULink)親身到 CML209 辦理確認手續，並交付 HK$300 按金，方能啟動賬戶。

4.  賬戶啟動後，同學可於網上隨時預約影音器材。

5.  網上預約成功後，同學須於預定的借出日期(工作時間為星期一至五上午 9 時 15 分至 12 時 30 分，以及下午 2 時 15 分至 5 時正)當天親身到 CML209 領取器材，否則系統將會自動釋放給其他同學預約，每次借出時間為兩天，同學可因應需要於網上續借器材，同一件器材最多可續借兩次，每次最多兩天，如果器材已被他人預約，則不能續借，必須交還器材。

6.  **請準時交還器材，遲還的器材每件每日罰款港幣 10 元**，例如一次借了 3 件器材，遲還了兩天，罰款為 3 X 10 X 2 = 60 元，有關罰款將從同學的按金中直接扣除，倘賬戶的按金水平跌至 100 元以下，系統將以電郵通知同學付款，以提升按金至正常水平，否則該賬戶將被凍結，不能再借用器材。**此外，倘同學遲還器材三日或以上，有關賬戶將被凍結一星期。**

7.  由於影音器材數量有限，價值不菲，為確保同學依時歸還及小心使用器材，學院訂下$300 按金的要求，同學最快可於每學期結束後的一個月內取回按金，若不取回按金，有關金額及賬戶將保留至下一個學期。同學於畢業時，務必取回所有按金。按金數額會按需要調整。

8.  高階攝錄器材原則上只會借予修讀進階課程的同學，由於供應有限，本院不能保證修讀進階課程的同學必能借到高階攝錄器材，敬請留意及提早作出安排。

9.  本院已為《大學線》、《Varsity》、《Pinpoint》及《創意媒體實驗室》的同學預留高清攝錄機，同學可於網上預約。詳情請與相關導師及助教商討。

10. 如發現器材不是自然損壞而是不適當使用或遭人為破壞，同學須照價賠償。另外，同學如遺失器材，亦須照價賠償。

    如有查詢，請致電 3943 8711 或 3943 8712 與本院職員聯絡。

香港中文大學新聞與傳播學院
2016 年 8 月