

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

### Rules and Regulations

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

1. Students can only borrow the School's AV equipment for study-related purpose. Personal and commercial uses are strictly prohibited. Priorities will be given to students taking equipment-based courses.
2. For account activation, please complete online registration with your student ID at <http://ebooking.com.cuhk.edu.hk/> and then go to CML 209 in person with your CU Link Card and a deposit of HK\$300.
3. Once the account is activated, students can reserve AV equipment through the above online booking system, and then collect the items in person in CML 209 during working hours (Monday to Friday from 9:15am to 12:30pm, 2:15pm to 5pm) on the specified check-out date. Reserved items will be released to other users after the specified time.
4. Equipment is on loan for three days. Students may renew the loan period for a maximum of two times. If the items are requested by other students, however, the renewal will not be granted.
5. Please return the loan item(s) punctually and take good care of the equipment. **The penalty for late return is HK\$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  $3 \times \text{HK\$}10 \times 2\text{days} = \text{HK\$}60$ . The penalty will be debited directly from the deposit without prior notice. If the deposit level falls below HK\$100, students will be notified by email to top up the amount. Otherwise, the account will be suspended for booking/on-loan service. **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.**
6. The deposit, after deducting the penalty (if any), can be refunded to students within a month in the end of every semester. Major students can also retain their accounts and deposit throughout their studies in the School. Students must clear their debts (if any) before graduation. The School reserves the right to review and adjust the amount of the deposit.
7. In principle, advanced video cameras are reserved for students taking production courses of senior level. Due to the limited supply, the School will not guarantee that all eligible students are able to borrow the advanced video cameras successfully. Please do reserve the equipment in advance.
8. The School has reserved HD video cameras for *U-Beat*, *Varsity*, *Pinpoint* and *Creative Media Laboratory* students. Students can contact your practicum instructors or teaching assistants for details of the arrangement.
9. The loan items / reserved rooms are for the sole use of the account holder. Students are not allowed to make reservations on behalf of others or pass the loan items to others. The account holder needs to take full responsibility of any booking under the account. For any loss or damage, the account holder will be charged the cost of repair or replacement.

For enquiry, please contact the School's technicians at 3943 8711 / 3943 8712 / 3943 3520.

## 新聞與傳播學院影音器材借用須知

本院主修學生可借用學院影音器材作學習用途。正修讀本院相關課程的非主修學生，也可登記借用相關器材。請同學細閱借用須知並遵守相關要求。

1. 學院影音器材只供用作學習用途，嚴禁用於個人或其他商業用途。本院主修生，不論是否有修讀相關課程，均可登記借用，惟修讀相關課程的學生優先。
2. 學生需於此網站 <http://ebooking.com.cuhk.edu.hk/> 以學生證號碼登記並開設賬戶，此後攜帶中大通(CU Link Card)及 HK\$300 按金親身到 CML 209 啟動賬戶。賬戶啟動後，學生便可於網上隨時預約影音器材。
3. 每次借用器材，需事先於網上預約。預約成功後，學生須於預定的借出日期當天親身到 CML 209 領取器材，否則系統將會自動釋放給其他同學預約。(請留意 CML 209 辦公時間為星期一至星期五上午 9 時 15 分至 12 時 30 分，下午 2 時 15 分至 5 時正。)
4. 每次借出時間為三天，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，每次最多三天。如果器材已被他人預約，則不能續借，必須交還器材。
5. **影音器材數量有限、價值不菲，學生請小心使用並請準時交還器材，遲還的器材每件每日罰款為港幣 10 元。**例如一次借了 3 件器材，遲還了兩天，罰款為  $3 \times 10 \text{ 元} \times 2 \text{ 天} = 60 \text{ 元}$ 。有關罰款將從同學的按金中直接扣除，倘賬戶的按金餘額少於 100 元，系統將以電郵通知同學充值，否則該賬戶將被凍結，不能再預約或借用器材。**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。**
6. 學生可於每學期結束後的一個月內取回按金(扣除罰款後的餘額)，主修生可將有關金額及賬戶保留並延用至修業年最後一個學期。同學務必於畢業前繳清罰款(如有)。學院會按需要檢視和調整按金數額。
7. 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。
8. 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。如需預約，請與相關導師及助教商討。
9. 學生不得將學院器材及設施轉予他人使用或幫他人預約，如有損壞，賬戶持有人需負全責。如發現器材不是自然損壞而是不適當使用或遭人為破壞，賬戶持有人須賠償相應維修損失。如器材遺失或損壞至無法修補，賬戶持有人須賠償相應器材的重置費用。

如有查詢，請致電 3943 8711 / 3943 8712 / 3943 3520 與本院職員聯絡。