

EQUIPMENT AND FACILITIES

General Information

This is a detailed guide to the equipment and facilities available to students and the policies governing their use and is intended to make working in the School of Image Arts a little easier. Please read this section thoroughly to become familiar with the resources available to you - understanding how the technical services are provided is important to allow you to complete your studies in Image Arts.

Equipment Cage

Students gain access to equipment and facilities through the 'Cage', located in the basement of the Image Arts Building, IMA B-18.

Equipment includes a wide variety of digital and analogue cameras and accessories, still and video equipment, electronic flash and lighting accessories, projection equipment, sound recording systems, film stock and editing supplies. Keys for all labs, studios and classrooms are also signed out here. There are special booking periods for certain film and video production equipment.

The cage is open when classes are in session and during Fall and Winter Study Weeks. The Cage is closed during exam periods, on statutory holidays and during the December break.

The following technical support staff operates this facility:
Philip Taylor, Cage Technician, IMA B-17
Jonathan Duder, Cage and Booking Assistant, IMA B-18

BORROWING EQUIPMENT AND FACILITY ACCESS

Cage Access

Your Ryerson One Card is required to access labs and equipment relevant to your production courses. Every transaction with the Cage will require the use of your One Card. Your card will be scanned into the computer when you reserve, take out or return equipment. Access will not be granted without this card. One Cards can be picked up through the Registrar's Office (bring your fees statement and timetable). <http://www.ryerson.ca/onecard/>

At the start of each year of your studies you must register into the Cage Access System and complete a Technical Operations Agreement Form, which indicates that you have read and will follow the policies outlined in this handbook. The Cage also requires a copy of your Ryerson WHMIS Certificate for you to be granted access to equipment and facilities.

Responsibilities

When you take equipment from the Cage, you are entering into a contract which states: **"I accept responsibility for loss of or damage to the equipment while on loan to me and agree to return it on or before the date and time indicated."** You are responsible for covering the cost of repair or replacement of lost or damaged equipment. This agreement is binding, therefore please be sure to care for your equipment and keep track of your exact return time when planning your work.

Returning Late

Returning your equipment late is not an option – your fellow students may be waiting to use the equipment or facility you have signed out and are relying on you to return it on time and in working order. If unavoidable circumstances make it impossible to return equipment on time, you are expected to notify the Cage before your return time. Depending upon circumstances you may be granted extra time to return your order. Note that a call does not relieve you of your responsibility for being late, but allows the Cage staff to plan around these circumstances. Failing to inform the cage beforehand of your late return will result in a fine. Only the Cage supervisor can authorize extensions to equipment or facility loans.

Checking Equipment

Although Cage staff checks equipment when it is returned, there is no absolute guarantee that equipment is in perfect working order when you receive it. You are expected to thoroughly check all equipment and lab facilities upon issuance. If you find any problems during this check, you must inform the Cage within **twenty minutes** of signing out the equipment or facility. You will not ordinarily be held responsible for equipment or facility problems reported within twenty minutes of being signed out.

Reporting Broken or Lost Equipment

In order to keep all equipment and facilities in working order and circulation, we need to know about any malfunctions, damages or loss immediately. When you report lost or damaged equipment, the Cage staff will fill out an Equipment Malfunction Report (EMR). You will be notified shortly of any cost associated with this loss or damage. Students with unpaid bills will have their grade reports withheld (see the section on Fines and Penalties for more information).

IMAGE ARTS EQUIPMENT

Detailed lists are available at the Cage.

4x5 Large Format Cameras and Accessories

Cambo and lenses ranging from 65mm – 210mm, Graphic View (with lenses ranging from 135mm – 203mm), Cambo Cadet (with 210mm lens), Arca Swiss (with 215mm lens), Shenhao (with 90mm, 210mm, and 135mm), bellows, film holders, Polaroid backs.

8x10 Large Format Cameras and Accessories

Deardorff (with lenses ranging from 165mm – 610mm), film holders, reducing backs.

Medium Format Cameras and Accessories

Phase One camera body and back, Hasselblad with Digital Back

Film Cameras & Lenses

Pentax Screw-mount and T-mount bodies with wide range of lenses, Amira camera kit, Odyssey 7Q monitors, Canon Cine Prime lenses

16mm Film Cameras and Accessories

Bell and Howell 70DR, Bolex H16, Arriflex SR (zoom or prime lenses), Arriflex 416 (zoom or prime lens), 400' magazines, matte boxes, filters, motors, and associated tripods.

Video Cameras

Canon C100, XF300, Black Magic Cinema, Black Magic Ursa Mini, Panasonic AF100, Panasonic HVX200, Atomos Ninja External Recorders.

Digital Cameras

Canon 5D Mark II and Mark III, Sony A7S2, Canon 6D, Nikon D800, D800E, assorted Nikon and Canon Digital Lenses, prime and zoom lenses.

Darkroom Printing Kits and Accessories

B&W printing and assorted accessories: graduated cylinders, beakers, developing tanks, trays, tray siphons, negative carriers, contact printers, contact proofers, Gralab timers, easels, grain focusers, polycontrast filters.

Studio Lighting Equipment (Photography)

Metz portable flash units, Speedotron 2400w packs (with fan heads, grid spots, snoots, barn doors, diffusers, reflectors), Speedotron 1200w portable kits, Aurora and Visatec Monobloc kits, Profoto B1 500 kits, Manfrotto soft boxes (studio only), lite tents, strip boxes, Broncolor HazyLight, portable stands, Lowell portable kits, Mole Richardson Daylight LEDs, Kino Flo Vistabeams.

Studio Accessories

Umbrellas, snoots, gobo arms, clamps (Students must provide own sync cords).

Tripods and Accessories

Tripods of various types ranging from lightweight to large fluid head (Manfrotto 'trix', Manfrotto (with 1/8" or 3/8" threads), baby legs, shoulder braces (for 16mm film cameras), spreaders, high hats, dolly, field monitors, monopods, Kessler Jib and Slider.

Miscellaneous Equipment

Light boxes, slide projectors, carousels, 16mm film projector, Macbook Pro laptops, Galaxy Tab 3 Lite tablets, iPads, LCD projectors, Polaroid slide printers, tacking irons, UV exposure unit, folding equipment carts.

Sound Recorders and Accessories

Digital sound recorders, Zoom H4N recorders (sound devices 722 and 744T, Marantz 660), Tascam DR 40, microphone mixers, boom poles, microphone stands, plastic slates, smart slates.

Microphones

Cardioid, omni-directional, lavalier (wired and wireless), shotgun, Audio Technica AT Hypercardioid mic

Video Lighting Equipment

Mole Richardson lights (650 – 1000w spots and floods), 750w softs, 200w spots, KinoFlo Diva 200 and 400, Barfly 400 and 200, Celeb, MiniFlo lighting kits, Lowel Creator Kits, [Lupolux Daylight LED's](#), [LED Microbeam and Torch panel lights](#), snoots, lightweight location stands, studio stands (with wheels), floor stands.

Grip Equipment

C-stands, gobo arms, flags, butterfly kit, alligator and maffer clamps, , apple boxes, A/C extension cords, shoulder rigs

FINES AND PENALTIES

To ensure smooth running of technical operations, there are certain penalties in effect. Keep these in mind when using facilities and equipment.

Fine Payment

Fines must be paid immediately. Your access to equipment, facilities and services will be suspended until the fine is paid. Grade Withholds are placed on accounts until fines are cleared.

No Show

A \$10 fine will be levied for failing to cancel a reservation.

Hit and Run

A \$10 fine for equipment and/or facility keys left unattended at the cage or failing to remain at the Cage until the staff has cleared your order.

Late Returns

Fees will be levied for equipment and/or facility keys that are late based upon number of items out and length of lateness. Please report unavoidable lateness to the Cage **before** due time. This does not excuse the lateness or guarantee extension.

Lost or Damaged Equipment

The cost for repairs or replacement of equipment and/or parts will be calculated on a case-by-case basis according to current value. The bill must be paid by a set deadline decided by a Cage Technician or the Operations Manager. Should repairs be covered by an existing warranty, the student will only be liable for an administrative fee of \$25 under the same policy as a **Grade Withhold**, see below.

Lost Facility Key - \$50

Leaving Key in Door or Leaving Door Unlocked - \$10

Food or Drinks in Lab, Studio, Darkroom or Editing Suite

\$20 fine for the first offence.

\$20 fine and one week suspension from the facility for second offence.

Leaving Water Running in Unattended Labs

\$10 fine plus expenses incurred in repairing water damage (if applicable), and one week suspension from Lab.

Failure to Report a Processing Machine Jam

One week suspension from processor and restricted access to the cage.

Failure to Clean Studio, Lab or Sound Stage

\$5 – \$10 fine for minor infractions

Major infractions can result in two weeks suspension from facility and payment of all expenses incurred to return facility to proper condition.

Inappropriate Storage/Labeling of Chemicals

A strict \$50 fine and one week suspension. Grades will be held at the end of term if chemistry is not removed from the school or disposed of correctly and/or not correctly labeled.

Damage to Facility

The cost for repairs will be calculated on a case-by-case basis. Infractions can cost up to two weeks suspension from facility that was damaged.

Reduction of Penalties

Only the Cage Staff or the Operations Manager can reduce penalties. Student employees cannot change penalties.

Grade Withhold

The final grade report is withheld until outstanding fines, processing bills and/or damaged equipment bills are paid. All unpaid fines are subject to grade withholds. Grade withholds will be submitted to the Registrar on the first business day following exams. An administration fee of \$25 over and above unpaid bills will also be charged.

DATA STORAGE POLICY

The School of Image Arts provides server space for each student on which to store digital data.

However, the school **is not responsible** for any data stored on the server. We take precautions to ensure the safekeeping of all data stored on the server but cannot guarantee the data will not be lost. It is your responsibility to protect your data by creating 'back-up' copies of all your digital work.

LABS AND STUDIO FACILITIES

Access to equipment and facilities is gained through in-class training or with the appropriate instructor's approval. In general, access to equipment and labs is based on current enrolment in specific courses and programs. Labs that are signed out during the evening must be returned at least fifteen minutes before the Cage closing time.

ANALOGUE PHOTOGRAPHY LABS

During the day and evening, analogue photography labs are reserved for specific classes. Spare labs are released thirty minutes after a scheduled class commences so that students who are not in the scheduled class may sign out unused facilities. When there is no class scheduled, these facilities are free to students with access privileges on a first-come, first-served basis. A printing kit can be signed out from the Cage, which contains three lenses (50mm, 80mm and 135mm) and three negative carriers (35mm, 6x6 and 4x5). Other negative carriers are available from the cage.

Note: Safety Orientation - Access is granted to labs, studios or equipment only after the student has attended a Student Safety Orientation (usually held during the first week of classes).

Film Loading and Processing Darkrooms IMA 123 – 129

Access: All Photography students with appropriate clearance from instructor. Student must sign out facility key from the Cage.

Black and White Darkrooms

Access: All Photography students with appropriate clearance from instructor. Student must sign out facility key from the Cage.

Large Format / Fibre-Based Printing IMA B-03

Access: All Photography students with appropriate clearance from instructor. Student must sign out facility key from the Cage.

Advanced and Historical Darkrooms IMA B03, B08

Access: Second, third, fourth year and MFA students who have attended a Student Safety Orientation with Technical Staff.

PRINT & FILM PROCESSING MACHINES

B&W paper (RC) Processor- No fibre-based paper
South Viewing Room IMA 135

B&W 4x5 Film Processor
South Viewing Room IMA 135

Access: All Stills and Media students with processor orientation.

PHOTOGRAPHY STUDIO IMA 210

This is a large studio space which can handle up to 20 students working simultaneously. The studio is supplied with a variety of daylight and electronic flash systems, as well as professional softboxes. The studio contains a seamless "cyc" wall, which allows students to do portraiture and fashion-related photography. The studio also serves as a critique space.

Scheduled classes have priority. Spare bays are released to other students thirty minutes after a scheduled class commences if the instructor gives permission. When there is no class scheduled, the bays are free to students with access on a first-come, first-served basis. All bays must be signed out from the Cage before using.

Access: All Photo students who have undergone the Studio Safety Orientation.

Print Finishing Room – Mounting and Mat Cutting

Basement above PIT

Mat cutting, print mounting, paper cutting

Access: All Image Arts students.

PHOTOGRAPHIC IMAGING CENTRE

IMA 233

The PIC facility houses photographic quality inkjet printers that can produce test prints and up to 13x19 prints. Students bring their digital files to this facility and print themselves. Note: There is a charge for all prints made and the price list is posted at the facility.

Access to Student Printers is booked by emailing Print to request the time you would like to print. Your requests will be answered by return email, usually the same day.

Print's email address: print@ryerson.ca

Also available are high end film scanners, allowing students in all three undergraduate and graduate programs, to scan film, both positive (slides) and negative, in all formats from 35mm to 8x10. Students wanting to use this facility must take a scheduled workshop first before they will be eligible for access.

Access to PIC is booked by emailing PIC to request the time you would like to scan. Your requests will be answered by return email, usually the same day.

PIC's email address: pic@ryerson.ca

Hours of Operation:

A schedule will be posted at the beginning of each term.

Access: 2nd, 3rd, and 4th year Image Arts students and graduate students.

The following technical support staff operates this facility:

Michelle Fletcher, Digital Imaging Technologist, IMA 224

Jane O'Donnell, Digital Imaging Assistant, IMA 230

DIGITAL PRINTING FACILITY

IMA 230

This facility provides photographic quality inkjet prints on a variety of different papers, in cut sheet sizes and roll format. The facility contains a number of large format printers capable of producing prints up to mural size. Students can bring their digital files to this facility and have their images output to a number of different paper surfaces. Please note that students do not print the files themselves.

Note: There is a charge for all prints made. A price list is posted at the facility.

You are welcome to come by during our open hours and we will be glad to answer any questions you may have about papers, file specifications and price. Payment for prints is handled two ways:

1) Through a voucher called a PIC Voucher, which you can obtain from the Cash Office in Jorgenson Hall.

2) Through the use of your ONE CARD. There is no cash or credit. Prints are only given out upon receipt of payment. To load funds in your card, a ONE CARD deposit machine is conveniently located beside the Cage, IMA B-18.

Hours of Operation:

A schedule will be posted at the beginning of each term.

Access: All Image Arts Students

Film Writing Centre IMA 230

Digital files can be output to slides or negatives in 35mm and 4x5 film formats. There is a nominal charge for this service.

COMPUTER LAB

FCAD Shared Computing Lab, IMA 234

35 iMac stations with five flatbed scanners.

Access: All students in the Faculty of Communication and Design.

This is a secure room, requiring your one-card to access. A schedule will be posted on the door.

FILM AND EDITING FACILITIES

During the day and evenings, film editing labs are reserved for specific classes. Spare labs are released thirty minutes after a scheduled class commences, so that students who are not in the scheduled class may sign out unused facilities. When there is no class scheduled, these facilities are free to students with access privileges on a first-come, first-served basis, subject to availability. Lab keys are signed out from the Cage. Labs may be reserved in advance although classes have priority. Please note that if you have not used the space by the first half hour of your booking, your reservation will be removed and you will be penalized as a 'no-show' (see the section on Fines and Penalties for more information).

Film Editing Room IMA 122

16mm editing benches each with a splicer and film viewer.

Access: All Film and Senior students (with training).

Non-linear Digital Editing Suites IMA 338 – 346, 349

All suites include a 27" iMac computer with editing capability, M-box and network connectivity. Students must supply their own portable hard drive. A 500GB Hard drive with USB 3.0 or Thunderbolt interface is highly recommended as a minimum. Students are expected to provide their own headphones for this facility.

Access: All Film and Senior students (with training).

MOTION PICTURE LAB IMA 327

This facility houses a black and white motion picture film processor, a 16mm printer and a dark loading room. We also have an Oxberry Animation stand in IMA 332, that can be accessed once training is arranged with the technical staff or faculty member.

Services and Fees

First Term and Continuing Education Film courses:

The choice on the envelope is "process & work print". This also applies to second term of continued education.

Ryerson Motion Picture Lab Order Envelope

Film processing envelopes are available at the Cage, and are stamped by the Cage. This indicates to the lab that you are entitled to student prices. Make sure that your name, student number and year are printed onto the envelope. Fill it out clearly and entirely – including contact information. Incomplete information may delay your order.

- Use only one envelope for all rolls that are to be processed the same way (same stock and ASA). Plastic Ziploc bags are available near the Lab drop box. Use these for multiple rolls with the Ryerson envelope inside.
- If you have pushed or pulled your film, the 'ASA Used' box should reflect this. For example, Double-X negative – normally rated at 200 ASA daylight -- pushed one stop would change to ASA 400. You should also state this change by checking 'push one stop' in the 'Special Instructions' section. If you are unsure of the principles behind pushing or pulling, consult with the lab before submitting your film.
- Note: speak to your instructor about digital transfers.

You can drop off your film in the Lab drop-box any time the building is open, but the film is only picked up twice a week - at 8:30 am on Monday and 8:30 am on Wednesday. Anything handed in after the deadline goes on the next available date.

Processing Schedule

It is important to meet the 8:30 am deadlines in order for your film to be back in time for your class. Add an extra day for any special orders that require pushing or pulling your film.

• IN	RETURNED
Monday by 8:30 am	Tuesday by 6pm
Wednesday by 8:30 am	Thursday by 6pm

Payment

All orders are picked up at the Cage and are paid for in full with your Ryerson One Card.

Contact the Lab

The following technical support staff operates this facility: Mark Loeser, Film Production and Preservation Technician. You can go in person to IMA327, call extension 6869, or send email to mwloeser@ryerson.ca

Hours of Operation:

Monday to Thursday 8 am - 6:00 pm

Sound Stage IMA 301

The Ryerson Image Arts Sound Stage features 2800 sq. ft of open, sound-insulated workspace with seamless 'cyc' walls, green screen, a dedicated silent ventilation system, Joy 50A and Twist-Lock 20A circuits, fixed and movable lighting grids, a Colourtran programmable lighting board, 9 floor-to-ceiling sound-baffling travelers, an Arri articulated camera dolly, a 20' x 15' projection screen, a 40' moveable scaffolding, a full complement of props and 8'x4' flats and set pieces.

There is a complete supply of lights, stands and ancillaries and a fully equipped set construction workshop adjacent to the sound stage.

The Sound Stage is a bookable facility available to 2nd, 3rd, and 4th year Film students who have completed the Sound Stage Safety Orientation Seminar. Students must complete a Sound Stage Application prior to booking this space for periods greater than 1 day. Scheduled day and evening classes retain priority for Sound Stage use.

Additional training is required for use of the Scaffolding, Camera Dolly, Lighting Grids, and Colourtrans. Electrical Safety rules, proper rigging practices, appropriate set construction and general sound stage discipline must be observed at all times.

Hours of Operation:

Monday to Thursday 8 am to 9:30 pm (lights out / doors locked by 9:45 pm)

Friday and Saturday 8 am to 5:30 pm

Access: 2nd, 3rd and 4th year Film and Media students.

The following technical support staff operates this facility:

Bryn Chamberlain, Facility Technician, IMA B-18

RECORDING AND MIXING FACILITY IMA 302, 302A

These multi-track digital recording and mixing facilities include a sound booth and a Foley Pit. Space is booked through the Equipment Cage when classes permit. This is a shared space for FCAD students who have been trained in this facility.

INTEGRATED DIGITAL FACILITY IMA 322

This facility includes a classroom for the Integrated Digital option and production studio for senior level students. Students have access to this studio once they complete a Safety Orientation. The facility is signed out by students through the Equipment Cage when classes permit.

WORKSHOP IMA 305

This facility is equipped with woodworking equipment and tools that can be used for the construction of set pieces, installations, and other individual projects. Power equipment and tools must be used as directed by the Image Arts Workshop Technician. All tools and equipment are solely the property of the Workshop, therefore they may not be removed from the facility. A paint room is attached to the Workshop for students painting sets for prep and clean up.

Access: All Image Arts students who have completed a mandatory Workshop Orientation to the tools and safety procedures.

Hours of Operation:

Open under supervision two days per week. A schedule will be posted at the beginning of each term.

The following technical support staff operates this facility:

Joseph Lammirato, Workshop Technician, IMA 305.

STUDENT AUDITION/REHEARSAL SPACE IMA 329

This space may be signed out by students for auditioning, rehearsing and meeting use. Contact the office staff to book and you will be required to complete a Room Usage Contract which outlines the guidelines for use.

STUDENT PROJECT SPACE IMA 323

This exhibition/installation space is available for all students to install and test new works. This room is booked at the Cage.

STUDENT LOUNGE AREAS

Access: All Image Arts Students.

First Floor Student Study Lounge

This is a Ryerson student space with Wi-Fi access, work tables and comfortable seating, so feel free to use the space and make it your own.

Student Meeting and Study Areas

Three study areas are located at the northeast/northwest corners on the 2nd floor of the IMA building, as well as the northeast corner on the 3rd floor. The spaces are equipped with wall mounted monitors and media players for students to use with a laptop for demos, post-production and works-in-progress. Contact the Cage to gain access to the monitors.

The Pit

The Pit is an open space located across the Cage for students to use for study sessions, meeting and relaxation.

Part Time/Casual Employment

If you are interested in working while studying at Ryerson, visit the Career Centre <http://www.ryerson.ca/career/>, where you'll find listings of available jobs both on and off campus.

Several part-time and work-study positions are available throughout IMA, assisting administrative and technical staff in the Cage, darkrooms and labs, and as teaching and research assistants for faculty members. Positions are posted on-line in August.

The School of Image Arts also maintains a blog that lists mostly one-time casual jobs called into the school from people looking to hire a student. These jobs often include event photography and videography, such as weddings and corporate gatherings, production assistance for film and photography shoots and more. The blog is updated regularly. <http://imagearts.ryerson.ca/imablog>

