



bournemouth media school

PRODUCTION SUPPORT GROUP HANDBOOK

2001

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Production Support Group

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Section A - The Production Support Group

- The Schools dedicated Production Support Group is located on the first floor of Poole House and comprises an Engineering Workshop, Production Office/Production Support Desk and Kit Room in P146/P147/P148 respectively. Students of the Bournemouth Media School have access to production and technical staff, production reference material and a library of music CD's. Please refer any enquiries you may have to the Production Support Desk where staff will be pleased to help.
- In addition to this handbook, additional information can be found on the PSG webpage, <http://media2.bournemouth.ac.uk>

Section B – PSG Staff

The Production Support Group comprises a Head of Support Services, Resource Administrator, Production Coordinator, Demonstrators, Technicians and Production & Technical Assistants.

- **Head of Support Services**
The Head of Support Services is responsible for all PSG staff, equipment and facilities within the School and will deal with any significant issues raised by students through members of the Support Group and academic staff. Should you have any concerns regarding any aspect of the Production Support Group activities, please contact the Head of Support Services directly.
- **Resource Administrator**
The Resource Administrator assists the Head of Support Services with delegated responsibility for staff, equipment and facilities within the School and support services, including IT, Estates and Health and Safety issues. The Administrator is also responsible for ensuring that there is adequate retail stock provision at all times. If the Head of Support Services is unavailable to deal with your concerns, the Resource Administrator may be able to help.
- **Production Coordinator**
It is the job of the Production Coordinator to schedule and coordinate the demonstrator workshops, student projects and allocate job numbers throughout the production process. Students should refer any enquiries regarding their scheduled projects to the Production Coordinator. The Coordinator is also your first point of contact for any production management enquiries you may have relating to your project.
- **Technicians**
A team of specialist technicians provide the necessary technical support to students in the School, and members are available to assist you with any technical and operational problems you may have. Technical staff are also demonstrators and provide workshops in the use of equipment and facilities relating to their area of expertise.
- **Demonstrators**
Demonstrators comprise of full time, term time and freelance staff, and provide essential knowledge and expertise to the appropriate technical and production workshops. The main function of the demonstrator is to enable the students to use the relevant hardware and software effectively and safely and help with any operational problems you may have in the course of your work.

➤ **Production/Technical Assistants**

Students are given the opportunity, normally in their second year, to work as assistants in the Support Group, dealing with bookings, enquiries and helping with the day-to-day preparation and issue of portable recording equipment. If you are interested in gaining some experience of working in the Support Group, please contact the Head of Support Services.

Section C – Health and Safety

- During the induction programme at the beginning of your first year, you will receive a copy of the School's Health and Safety Handbook. Additional copies of the handbook may be obtained from the Production Support Desk. Please ensure you read it and return the appropriate declaration form to the Resource Administrator, P147, no later than 12 October 2001. Failure to do so will prohibit individuals from accessing resources and participating in production activities.

Section D – Student ID Photographs

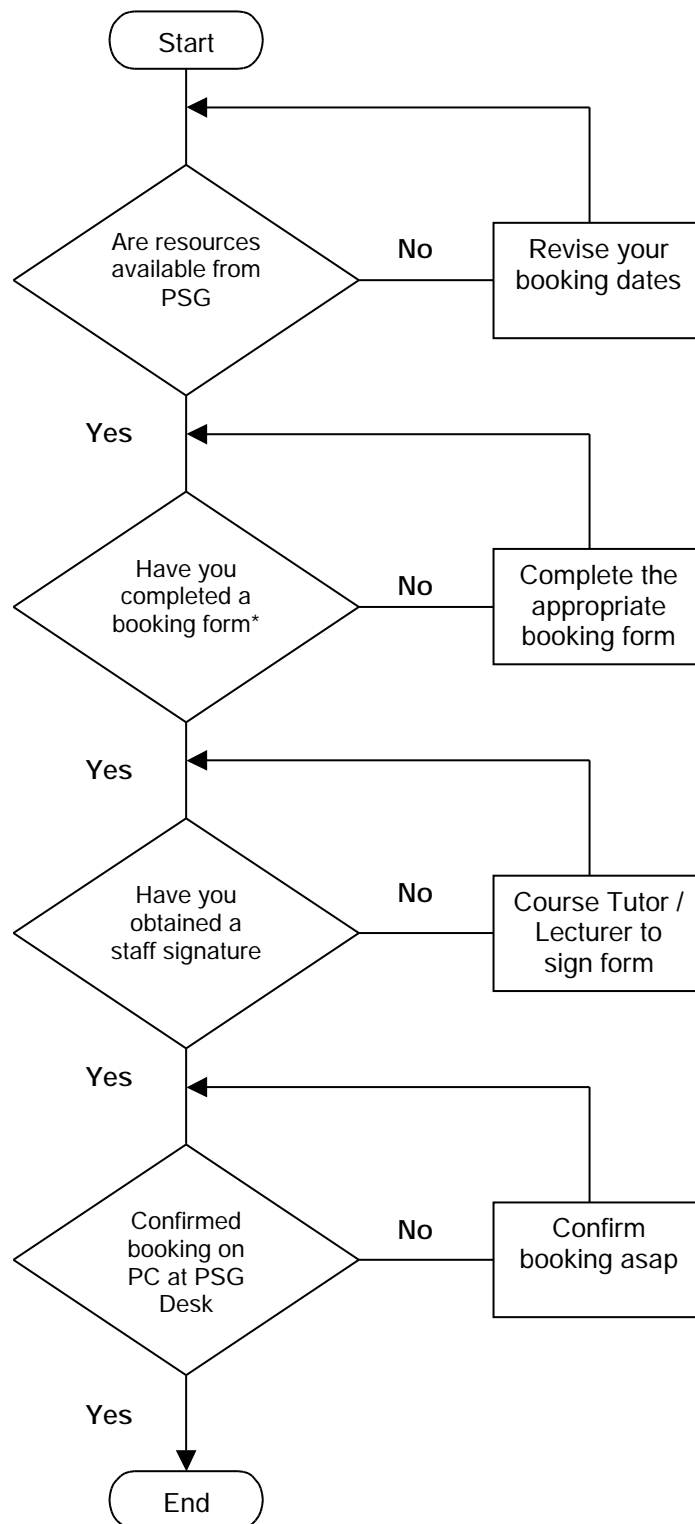
- In addition to any photographs you are required to submit for student ID cards and enrolment, you must provide two passport photographs to the Production Support Desk no later than the 12 October 2001. Please write your name and course details in block capitals on the reverse of each photograph. Your photographs will be laminated while you wait. You will be required to provide PSG staff with these ID photographs in return for any loan items from the Support Desk eg: keys etc.

Section E – Booking Procedures for Resources

- The Production Support Group operates a computer-based booking system for the allocation of resources. Students are required to provide a staff authorised booking form to the Production Support Desk before a booking can be made. Students will be provided with resources relevant to their course of study only after they have attended the appropriate workshops.
- A mandatory 48-hour notice is required for ALL camera kits, and 24-hour notice for ALL portable recording equipment. To ensure availability of all other resources and facilities, bookings must be made well in advance of use.
- All equipment and facility booking forms must be approved and signed by the named Project Supervisor. These must be submitted to the Production Support Desk *at the time of booking* for the booking to be confirmed. No provisional bookings will be made.
- You are required to obtain signatures from your Course Leader and Head of Support Services before taking equipment overseas. Reference to this can be found in Section J, Location Recording.
- You will be provided with a copy of your booking form when you collect your equipment or book facilities. This is your confirmation and authorisation to use School Resources. Carry this with you throughout the duration of the booking - you may be required to provide evidence of authorised usage to School or Security staff.

- Bookings for facilities not claimed within 30 minutes of the collection time specified on your booking form, will be re-allocated on demand.
- Any equipment that has been booked out and not collected within the time specified will be re-allocated to another student if the equipment is in demand.
- All bookings need to be made in person, with the relevant paperwork. Telephone bookings **will not** be accepted.
- You are required to provide a tutor-signed Call Sheet with your booking form, when making a booking for any video camera equipment
- Before using the Television Studio you must have attended the Health and Safety workshops, and you must have completed the TV Studio call sheet. Call sheets can be obtained from outside the Production Support Office.
- The Call Sheet must be completed by the Director, and signed off by the TV Studio Manager.
- Once it has been agreed with the TV Studio Manager you will be given a De-Rigging form; this form must be completed once you have finished using the Studio, and returned to the TV Studio Manager, within 24 hours of the end of your session.

➤ The following diagram provides a simplified procedure for booking resources.



* Are you required to provide a Call Sheet?
Section F – Production Support Desk

➤ The Production Support Desk is open during the following times (term time):

MONDAY – THURSDAY	0900 – 1630hrs
FRIDAY	0900 – 1600hrs

- During these hours you can book equipment / facilities, purchase consumables and obtain production and technical advice and assistance.
- Lockers are available for the secure storage of personal property. Students are required to leave a deposit of £5.00 for each locker key, which will be refunded at the end of the loan period.
- Keys are available to students who have booked facilities. However, you will be required to provide one of your ID photographs at the time of collection. This will be returned to you upon return of the key to Production Support Group staff.
- Opening hours will be reviewed during holiday periods.

IMPORTANT

Keys supplied by the Production Support Group carry yellow coloured fobs.
 Keys supplied by Security located at Poole House Reception carry pink coloured fobs.

BEFORE 1630hrs, all yellow fobbed room keys must be obtained from the Production Support Desk and returned to the letterbox (located by the Production Support Desk) when the office is closed.

AFTER 1630hrs (1600hrs on Friday), all pink fobbed keys must be collected and returned to Security located at Poole House Reception.

- Please ensure that you return your key to the appropriate department. Fines may be imposed for the late return of loan items. Please refer to Section K.

Section G – Kit Room

- The Kit Room is open during the following times:

MONDAY - THURSDAY	0900 – 1030hrs 1500 – 1630hrs
FRIDAY	0900 – 1030hrs 1430 – 1600hrs

- The Kit Room is the base for all portable recording equipment including PSC kits and is where you will collect and return all loaned equipment. Please familiarise yourself with the opening times as staff are often unavailable outside these hours to deal with your enquiries or requests.

Section H – Conditions of Use of Equipment & Facilities

- It is the students' responsibility to ensure that all equipment is kept safe and secure **AT ALL TIMES** during periods of loan or use.
- The loss or theft of equipment will be investigated by senior management and may result in fines being enforced.

- Any damage or loss of equipment must be reported **immediately**, in writing, to the Head of Support Services. Forms are available from the Production Support Group.
- The loss or theft of any equipment will be reported to the local Police Authority.
- The cost of repair to equipment, damaged through abuse or misuse, will be charged to the student concerned. Please refer to Section M.
- It is the responsibility of the student to ensure that equipment is in good working order prior to use. Always allow sufficient time to check the equipment.
- **NO** equipment may be taken onto the beach or used near water. Failure to comply will result in the confiscation of the original acquisition tapes.
- Smoking, eating and drinking is strictly forbidden in the School facilities and is a fineable offence.
- Fines may be imposed for the late return of equipment. Please refer to Section M.

Section I – Technical Support

In the unlikely event of PSC equipment failure, technical staff may be contacted on one of the following numbers:

MONDAY – FRIDAY 0900 – 1700hrs
 Telephone: 01202 595037 / 01202 595038

FOR EMERGENCY TECHNICAL ENQUIRIES ON FILM LOCATION ONLY

MONDAY – FRIDAY	1700 – 2100hrs
SATURDAY – SUNDAY	1000 – 1600hrs
Telephone: 07970 693221	

- Should you experience ANY technical faults or problems with equipment, complete and return a Fault Report form immediately to the Head of Support Services. Alternatively an electronic copy of the fault report form can be found at <http://media2.bournemouth.ac.uk> under the PSG tab/FAULTS.

Section J – Location Recording

- Ensure you have read Section C - Location Recording in the Health & Safety handbook.
- A call sheet is required for any video camera equipment which is taken off University premises. This must be submitted at the time of booking the equipment

- Each student Production Manager is required to complete a Call Sheet providing full location and production details. Forms are available from the Support Group.
- The local Police Authority for the area in which you are filming require advanced notification of you production details. Filming Permission forms are available from the Support Group.
- Students from Bournemouth University have permission to film in certain areas of the county. Details are available from the Production Office. Refer to Section N – ‘Filming on Location’.
- If you intend filming on private land or property, obtain written confirmation from the land- owner prior to your production dates.
- Any student wishing to use a private vehicle in connection with University use, must ensure that the vehicle has a current MOT certificate and has full, comprehensive insurance cover, including occasional business use, for the transportation of equipment and students.
- Students requiring to bring their vehicle on campus for the collection and return of equipment, are required to register their vehicle details with the Estates Group. Copies of the Car Parking Application form are available from the Support Group Desk and Reception – Poole House. It is the students’ responsibility to request a parking permit.
- If travelling overseas with University equipment; you are required to have your booking form counter-signed by the Head of Support Services. Please plan this in advance of making travel arrangements.
- If you are travelling outside of mainland UK with equipment, you will need to purchase the University travel insurance. This is mandatory and further details can be provided from the PSG Counter.
- When travelling overseas with University equipment, you will need to obtain an inventory of equipment details known as a carnet. For this document to be available, please complete the relevant form and hand in with your call sheet.
- Temporary parking permits are available for registered vehicle owners. This will allow you a short time to load/unload equipment and/or materials. Permits are available from the Production Support Desk but please specify whether you are loading or unloading. You will be given two copies of each permit, one for your vehicle, the other to be handed into Poole House Reception in advance of the date specified.

Section K – Allocation of Resources

- OFF-LINE VIDEO EDITING & SOUNDSCAPE facilities can be booked at the Production Support Desk for the following hourly slots:

0900hrs - 1300hrs
 1300hrs - 1700hrs
 1700hrs - 2100hrs
 2100hrs - negotiable

(During year group priority bookings, these time slots are subject to availability and should be booked well in advance)

Section L – 24 Hour Access

Facilities in the Bournemouth Media School are available around the clock but must be booked in advance. However, you will not be granted access to any of the facilities if:

- you have failed to book the facility previously at the Production Support Desk
- you cannot provide security with a valid Bournemouth University student ID card
- you are unable to provide your yellow copy of the booking form

Section M – Overdue Items and Fines

In order to deter the late return of loan items and equipment, the following fine system will apply. Students are required to pay outstanding fines within 14 days of the offence and may be denied access to specific University facilities, or an award (if eligible) until all fines are paid in full.

Your attention is drawn to paragraph 2.8.2 or the University Rules which states:

Failure by a student to pay any fees, fines or monies due to the University, within the time specified for such payment, may result in the student being denied access to specific University facilities or excluded from the course. The student will not be entitled, and may not be permitted, to sit examinations, or to progress to the next stage of the course, or to receive an award (if eligible) at the conclusion of the course, unless outstanding sums due to the University have been paid.

Loan items returned late

- | | |
|------------------------------------|--------------------------|
| ➤ Full PSC Kits | £50.00/day |
| ➤ Items missing from kits | £10.00/day |
| ➤ Single item recording equipment | £10.00 /day |
| ➤ CD's | £5.00 charge + £1.00/day |
| ➤ Loan items from the Support Desk | £5.00 charge + £1.00/day |
| ➤ Keys | £5.00 charge + £1.00/day |
| ➤ TV Studio Derigging | £10.00/day |

Items returned in an unsatisfactory condition

- Items returned requiring remedial attention £10.00 charge/item
* ***This will be discussed with students on an individual basis*** *

Items returned damaged

- Items returned damaged must be reported in writing to the Head of Support Services who will decide on the most appropriate course of action.
- Maximum fine to be decided by the Head of School/Head of Support Services

Items lost or stolen

- Any loss or theft of equipment must be reported immediately, in writing, to the Head of Support Services who will decide on the most appropriate course of action.
- Maximum fine to be decided by the Head of School/Head of Support Services.
- The loss or theft of any equipment will be reported to the local Police Authority.

- Lost keys £20.00 charge/key

Inappropriate conduct

- Smoking, eating or drinking in the School facilities £10.00 charged to each offender.

Section N – Booking Templates & Checklists

- The following pages provide examples of booking forms and checklists used within the Bournemouth Media School.