

## The UC San Diego Media Teaching Lab now offers video equipment checkout to the general student population!

Located in the Communication building, the Media Teaching Lab is a center for instruction in film and video technology at UC San Diego. On the first floor of the Communication building, the Lab's Equipment Checkout Room offers a limited selection of video and sound equipment to any student producing videos for class projects.

### Checkout Policy Basics

- The equipment checkout room is open Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Checkout period is 24 hours. Friday to Monday counts as one day. For example, equipment borrowed at 11 a.m. Friday is due at 11 a.m. on Monday.
- Equipment must be used for producing materials related to coursework at UC San Diego. Equipment is only available when classes are in session.

### Available Equipment



*Canon XA10 Camera*



*Shotgun Microphone*



*Small Tripod*

### How To Check Out Equipment

1. Sign up for equipment checkout at the Media Teaching Lab office in Communication 225 Monday through Friday between 8:00 a.m. and 5:00 p.m., or email [medialab@ucsd.edu](mailto:medialab@ucsd.edu).
2. Reserve equipment at [ucsdmedialab.tumblr.com/reservations](https://ucsdmedialab.tumblr.com/reservations). Reservations may be made up to 1 week in advance.
3. Pick up at the Equipment Checkout Room in Communication 111.

The complete equipment policy can be found online at [acms.ucsd.edu/mtl-equipment](https://acms.ucsd.edu/mtl-equipment).