The Sammy Ofer School of Communications – Production Regulations

The Interdisciplinary Center Herzliya

Who is Entitled to Borrow Equipment?

Students are entitled to reserve photography equipment for School of Communications productions in the framework of a course assignment or a final project. The equipment and the studios are not intended for private jobs or for jobs outside the School framework.

The type of equipment will be determined by the School in accordance with the training provided to the students and with the course requirements. A student who has signed equipment out of the storeroom, is responsible for the equipment and for returning it intact.

Reserving Equipment/Studios/Editing Rooms:

The equipment/studios/editing rooms should be reserved through the Ginger system.

In case of a malfunction, or difficulty in entering the system and creating a reservation, contact the Interdisciplinary Center's IT manager – by email to helpdesk@idc.ac.il, or by phone at 09-9522400. Note the problem, attach a screenshot if possible, and of course note your details so they can get back to you.

If the problem is not solved, contact the Production Coordination office (Sivan Nirel) - by email to productions@idc.ac.il, or by phone at 09-9527691.

Procedure for Borrowing Equipment

Photography equipment is allocated on the basis of availability; therefore it is advisable to reserve the equipment as early as possible.
1 Photography equipment can be reserved for a day (taking the equipment at 12:00-13:30 and returning it the next morning at 09:00-10:30). In special cases, conditional on advance approval, the equipment can be borrowed for two days.

2 The equipment should be ordered 24 hours in advance.

3 On weekends, equipment can be borrowed from Thursday to Sunday. (No extension will be granted for equipment borrowed over the weekend, since that is a significantly longer period of time than a regular rental.)

4 Equipment that is required for the beginning of the week, on Sunday, should be reserved by 16:00 on Thursday.

5 Equipment can be taken from the storeroom between 12:00 and 13:30.

6 Equipment can be returned to the storeroom between 09:00 and 10:30.

7 If equipment is not needed, it is mandatory to cancel the reservation. Reservations must be cancelled 24 hours in advance. If there is a cancellation with less than 24 hours’ notice, send an e-mail to the Production Coordination office, productions@idc.ac.il

8 Tardy return of equipment: equipment should always be returned on time. Any delay will incur a fine in the amount of **NIS 30 for every hour’s delay**. Failure to return equipment punctually is detrimental to other students as it prevents them from receiving the equipment needed for assignments and exercises, thereby preventing them from meeting their obligations!!!

**Procedure for Reserving Studios, Newsrooms, Editing Rooms, Radio Studios**

Studios are allocated on the basis of availability, and a reservation does not guarantee use of the studio. Therefore, it is advisable to reserve the studios as early as possible.

1 Rooms/studios should be reserved up to 24 hours in advance.

2 A television studio can be reserved up to 24 hours in advance, in accordance with the exercise times that will be publicized at the beginning of the semester by the tutor. The reservation requests should be sent by e-mail to the Production Coordination office, productions@idc.ac.il

3 For a studio that is required for the beginning of the week, for Sunday, the reservation should be requested by 16:00 on Thursday.
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