

PHOTO STUDIO INFO

Chalmers Hall Room 515

How to gain access to the space:

This communal workspace may be reserved for three-hour periods by contacting Madison Tubbs at madisontubbs@ku.edu or visiting the Main Office to schedule an appointment.

Students must undergo training before they may use the room without supervision.

Students must fill out proper paperwork to check-out a camera and the key to 515 in the Main Office *after* scheduling an appointment and reserving the Photo Studio.

Students may attend training sessions during GTA hours or Madison is available to assist you at other times by appointment.

Studio Guidelines & Returns:

Equipment may not leave the photo studio without permission and must be returned to its proper place before the end of your session.

Please, budget about 20 minutes for clean-up at the end of your session.

If something should break, or you encounter any problems, please inform Madison or the Main Office.

Camera equipment and keys must return to the Main Office on the same day or the following day of their check-out (same day return for Canon 5D Mark III). Failure to return or communicate delay will result in fines on students' account.

No Food or Drinks allowed.

Class Appointments & Weekend Hours

Graduate students and faculty may check the room out over the weekend for longer sessions, but they must indicate what time(s) they will be in the room, so that others may arrange to use the space, if necessary.

GTA's and faculty may schedule appointments for class sessions by contacting Madison at madisontubbs@ku.edu.

GTA Hours Spring 2022

Hannah Lindo Monday 10:00am-1:00pm

Dillen Peace Wednesday 9:00am-12:00pm

CAMERA GUIDELINES

Studio Camera

Students who reserve a time to work in the Photo Studio will gain access to the Canon EOS 5D Mark III.

The Canon EOS 5D Mark III may only be used in room 515 or other reserved rooms in the building i.e. gallery.

This camera will have a 3 hour check-out period. Including two batteries, battery charger, a memory card, one lens (macro available if needed), and a card reader. The latest check-out time for this camera is 2pm.

Before return, this camera must be cleared and formatted for the next user and return to its default settings.

Office staff will examine the camera for damage and a fine will be placed on the students' account if damaged is detected.

Students must communicate with staff about battery life to prepare for the next user.

Outside Cameras

Students who desire to borrow a camera for off-site shooting must connect with the Main Office staff in room 300.

These cameras have a 24-hour check-out period. Including two batteries, a battery charger, a memory card, one lens, and a card reader. Students may also check-out a tripod. These cameras will be available for shooting in 515 for longer check-out times (outside of regular business hours).

Failure to return or communicate delay will result in fines on students' account.

515 starter pack



PHOTO STUDIO SET-UP

