

Checkout for Audio and Visual Equipment

Location: 2nd floor atrium (Main Art Building)

Phone: 706-542-2162

Email: cave@uga.edu

The policy below is effective starting August 13, 2025.
All checkouts before this date will be held to the previous policy.

STATEMENT

The Dodd Studio Support Team is proud to offer a variety of high-quality facilities to the Lamar Dodd community. The Checkout for Audio and Visual Equipment strives to acquire the latest technology while maintaining a useful catalogue of tools, equipment, and resources available for checkout by students, faculty, and staff. The policies below are designed so that all patrons play a role in collectively maintaining the community resources offered by the CAVE and ensure that all patrons have equal opportunity to utilize resources for projects, research, and academic growth.

CHECKOUT POLICY

- **Checkout Duration:**
 - **Undergraduates:** Two-day checkouts
 - Checkouts on Monday are due back on Wednesday.
 - Checkouts on Thursday are due back on Monday.
 - **Graduates, Faculty, and Staff:** Four-day checkouts
 - Checkouts on Monday are due back on Friday.
 - Checkouts on Thursday are due back on Wednesday.
 - *Special exceptions exist for specific classes and projects*
- **Responsibility:** Patrons are responsible for any loss or damage to equipment.
 - Checkouts at or above \$1,000 require proof of insurance. Students can find coverage at collegestudentinsurance.com:
- **Key Checkouts:** Keys will only be given out to students, faculty and staff with written approval from a supervisor. At the time of checkout, the duration must be stated. All new faculty keys will be checked out for one year at a time, with the expectation that keys will be renewed each year. Any distribution of master or submaster keys must be approved by the Associate Director for Technology, Space, and Community.

- **All checkouts are due back 30 minutes before the CAVE closes.** Any renewal requests or equipment turned in after this time will be considered late.
-

PENALTIES

Fines apply to ALL CAVE patrons (students, faculty, or staff):

- **Overdue Checkout:** Late renewal requests and equipment returns will result in a strike. Three strikes result in CAVE probation.
 - **Probation:** Blocks all access to CAVE resources. The length of probation will be assessed based on the severity of the offense and will start as a two-week period with the possibility to last for the remainder of the semester. In rare cases, probation will be indefinite.
 - **Unauthorized Removal:** Patrons taking any item without permission and without checking out items in the WebCheckout system will be placed on probation. Violations will be reviewed by DSS, and further consequences will be determined on a case-by-case basis.
 - **Repeat Offenders:** Three or more instances of late returns and/or loss of equipment will result in probation from CAVE checkout. Probation length will be determined based on the equipment's value and the number of days it is overdue.
 - **Appeals:** Patrons can file an appeal if they believe they have been unfairly penalized, or if they wish to set up a payment plan for lost or damaged equipment. Email the CAVE to have the appeal form sent to you. The Dodd Studio Support Team will review your submission and send an answer via email as promptly as possible.
-

RENEWALS

- Renewals can be requested via email or in person at the CAVE before the final due date. Unlimited renewal requests are allowed if no reservations exist during the renewal period. Failure to return equipment before the deadline after a renewal request is denied will result in a strike.
-

RESERVATIONS

- All reservations will be prepped in the morning and ready for pickup by the time the CAVE opens. Your reservation will be held for one day. Failure to pick up item(s) that day will result in losing your hold on the item(s)
-

EQUIPMENT

Many items in the CAVE are reserved for students in specific classes or majors. General use items available to all CAVE patrons include:

DIGITAL CAMERAS + LENSES

- Mirrorless Camera Bodies
 - Sony a6000/6100
 - Sony A7ii-A7Riii
 - Sony a7CR
 - Sony a7R5
 - Sony 9III
- E-Mount Lenses
 - Sony 35mm F2.8 Sonnar T FE ZA
 - Sony FE 35mm F1.8
 - Sony Planar T* FE 50mm F1.4 ZA
 - Sony FE 50mm F1.8
 - Sony FE 50mm F1.4 GM
 - Sony FE 85mm F1.8
 - Sony FE 85mm F1.4 GM
 - Sony FE 100mm F1.8 STF GM OSS
 - Sony Vario-Tessar T* FE 16-35mm F4 ZA OSS

- Sony FE 12-24mm F4 G
- Sony Vario-Tessar T* FE 24-70mm F4 ZA OSS
- Sony 100-400mm F4.5-5.6 OSS
- DSLR Cameras *limited lens options
 - Canon 5D
 - Canon 7D
- Digital point-and-shoot cameras
 - Canon Power Shot N2
- Video Cameras
 - Sony FX-3
 - Sony 4K Handycam
 - Sony PXW-Z150
 - Canon Vixia
 - Bloggie

FILM CAMERAS

- 35mm Film Cameras
 - Canon AE-1
 - Pentax K 1000
 - Nikon FM2
- Medium Format Film Cameras
 - Mamiya 7ii
 - Mamiya RZ67
 - Mamiya RB67
 - Mamiya C330
 - Hasselblad 500C
 - Holga

- Large Format Film Cameras (Toyo Field)

LIGHTING

- Flashes/Strobes
 - Sony flashes (HVL-F60RM, HVL-F28RM)
 - Godox V850II flashes
 - Godox Wireless triggers for Sony, Canon and Nikon
 - Pocket Wizards
 - Alien Bees
- Continuous Lighting
 - Ikan Lyra Light Kit
 - VidPro RGB Continuous Lights
 - Lykos LED Panels + softboxes

PHOTO/VIDEO ACCESSORIES

- Tripods (heavy, light weight video, rolling)
- Revo Stabilizers, shoulder support rig, Zhiyun crane
- Vello Selfie Trigger
- Sync Cords
- Cable Release (1ft. and 3 ft.)
- Various lens filters
- Lens hoods
- Micca Media Player
- CalColor Filter Kit
- Flash Gels
- Darkroom bags
- Reflectors

- Green and black cloth backdrops
- Limited supply of umbrellas, stand kits

AUDIO EQUIPMENT

- Recorders
 - Zoom H1N, H2N, H4N, R16
- Microphones
 - Shure 57
 - Shure 58
 - Contact Mics
 - RODE and Sony Video Mics
 - Phone Lavalier
- Speakers
 - Mackie CR4-XBT
 - JBL Flip 5
 - JBL PA System
- Amplifiers
 - Class T Digital Audio Amplifier
 - Pyle Amplifier
- Midi/Synth
 - Nektar Midi Controller
 - MiniNova Synth
- Media Players
 - SanDisc MP3 Player
 - Micca Media Player
- Headphones
 - Sony Professional

- Califone
 - Seinnheiser
- Projectors
 - Aaxa Pico P300
 - Aaxa M8 Laser
 - Epson Powerlight
 - Epson HC 8350
 - ViewSonic ShortThrow

MISC. ITEMS

- Limited supply of monitors
- iPads, MacBooks, Mac Mini
- Wacom Tablets
- Limited availability of cables and adapters