

# Time Based Art

Time Based Art is located on the Ground Floor of C-Block.  
The technical support office is in room CG02, opposite the Resource Centre.

**Audio/Visual Support Staff**      **CG02**      Ph. 9385 0642 or 9385 0708

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**Jacek Jazwinski**      j.jazwinski@unsw.edu.au  
Technical Officer      8.00am – 4.00pm      Monday – Friday

**Georgia Tapper**      georgiat@unsw.edu.au  
Film/Video/Audio Assistant      8.30am – 4.30pm      Monday – Friday

## **Staff Available**

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8.30am – 4.30pm      Monday to Friday

## **Access to Facilities\***

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**During Session**      9.00am – 9.00pm Monday to Thursday  
9.00am – 6.00pm Friday

**Second Half of Session Only**      10.00am – 4.00pm Saturday

**During Break**      9.00am – 4.00pm  
**Closed** – summer break

\*unless student or staff member has been approved for After Hours Access.

## **About Time Based Art Support & Access**

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- The Time Based Art area is equipped with a variety of film, video and audio equipment for the production and post-production of time based media.
- The TBA support staff provide technical support for students and staff who are working on course and research work in the area only.
- The support staff maintain the facilities in the area and audio-visual equipment in lecture spaces on campus, conduct repairs on TBA and Resource Centre equipment, run some proficiency tests and much more.
- The support staff are not available for the provision of extensive software support or demonstration. Lecturers will provide this kind of support and instruction.
- Classes requiring support will be given priority over individual users.
- The facilities are available to research staff, PhD, MFA, Honours, MA and all current Time Based Art BFA students plus students enrolled in classes and electives in the area which require them to use the facilities to complete their course, in this order of priority. Some facilities are available for general access to all current COFA students and staff.
- It must be understood that priority is given to approved PhD, MFA, Honours, MA, Time Based Art students and staff, then other students, when booking TBA facilities available to general CoFA students and staff.

- NOTE:** Time Based Art support staff and academic staff reserve the right to deem whether a student is a “proficient” user and decide whether the student may or may not make use of the facilities.
- The definition of a “**proficient**” **user** is as follows: current Time Based Art student or other CoFA student who is currently enrolled in a class, required to use the facility and/or has been specially granted permission to use the facility by a Time Based Art support or academic staff member.
- Only staff members may undertake activities not related to course work, if the work is supported by the Head of School.
- Anyone who is found to be doing extracurricular work may be “bumped” by a student or staff member with course or research related work to do.
- NOTE:** All undergraduate access ceases immediately after assessment at the end of second session (except for those compiling the reel for the graduate screening).
- Students who have completed their TBA major classes but are still studying theory, electives or General Education subjects will have no access to TBA facilities as they are no longer enrolled in classes requiring them to use these facilities.

### **Brief overview of facilities**

Time Based Art’s facilities booklet contains more specific information. This will be handed out in your TBA classes or it is available from CG02.

- CG02** – **Time Based Art / Audio/Visual Support Office**  
Support and maintenance (as outlined above), tape and disk sales, after hours bookings, video dubbing etc.
- CG03** - **Resource Centre**  
Please refer to Resource Centre information on COFA website.
- CG05** - **TBA Lab 1**  
Small computer lab (10 x computers) for video and audio work with iMovie, Final Cut Pro, ProTools, Photoshop and so on. There is one DV deck, VHS deck available and computers are set up with “Mboxes” for importing and exporting audio.
- CG06** - **16mm film**  
Steenbeck editing bench and film bench.
- CG07** - **Video Edit Suite 1 (Teaching and post-graduate suite)**  
This room is used for classes a lot as it has a video projector. It is also a dedicated post-graduate room. The computer here may only be booked by staff and approved post-graduate students. There is a DV deck, SVHS deck, DVD player, cassette deck, Final Cut Pro, DVD Studio Pro, CD/DVD-R burner, Photoshop, After Effects etc.
- CG09** - **Digital Audio 1 - Protools (Digi001) Audio Suite**  
Sound editing suite – Protools (Digi001), Reaktor, Tokyo etc. Midi Keyboard. CD/DVD-R burner.

- CG11** - **Video Studio**  
Chroma-key blue cyclorama.
- CG12** - **Video Edit Suite 2 – Post-graduates.**  
Another dedicated post-graduate facility. The computer here may only be booked by staff and approved post-graduate students. There is a DV deck, SVHS deck, cassette deck, Final Cut Pro, DVD Studio Pro, Protools Free, Photoshop, After Effects etc.
- CG13** - **Video Edit Suite 3 – Post-graduates.**  
Another dedicated post-graduate facility. The computer here may only be booked by staff and approved post-graduate students. There is a DV deck, SVHS deck, cassette deck, Final Cut Pro, DVD Studio Pro, Protools Free, Photoshop, After Effects etc.
- CG14** - **iCinema Research Lab**  
Administered by iCinema Research Centre.
- CG15** - **Digital Audio 2 - Protools (HD) Audio Suite**  
Sound editing suite – Protools (HD system), Reaktor, Tokyo etc. Midi Keyboard. CD/DVD-R burner.
- CG16** - **TBA Lab 2 – (2<sup>nd</sup> and 3<sup>rd</sup> year TBA students)**  
Four Final Cut Pro suites mainly for 2<sup>nd</sup> and 3<sup>rd</sup> year Time Based Art students. There are DV decks, SVHS decks, cassette decks, Final Cut Pro, iDVD, Protools Free, Photoshop, After Effects etc.
- CG17** - **Teaching/Performace/Installation/Sound Recording space.**

### **Bookings**

- For Under-graduates, bookings sheets for Time Based Art facilities are posted every Monday morning on the clipboard outside each facility or beside each edit suite. Approved Post-graduates may pre-book one week before the sheets go up on the clipboards. It is your responsibility to book the times you require. Write your **full name, course and a contact phone number** in the allocated time slots. Bookings are essential.
- If you are in excess of 20 mins late for your booking, your booking will be forfeited (no exceptions) and will go to the person on standby. If there is no one on stand-by, your booking will go to a proficient user wanting that facility. If students continually neglect to turn up to bookings or cancel them well in advance they risk their access privileges to the facilities in the area.
- If you are unable to make it to your booking, you are required to cancel it well in advance by phoning the Audio/Visual Support Staff. (Ph. 9385 0708 or 9385 0642)
- Lecturing Staff are required to pre-book facilities not timetabled the week before posting the booking sheets. Lecturers can also pre-book their students during peak periods, for assessment and consultations. (Also see the Audio/Visual support staff in CG02 or call 9385 0708 or 9385 0642)

## **Lockers**

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- There are lockers available in the Time Based Art area (Ground Floor of C Block) for Time Based Art majors and BDM students.
- Lockers must be registered with TBA support staff in CG02. You should find a registration form in each available locker. Students must supply their own padlock.
- If students do not empty their lockers by the cut-off date at the end of session two then support staff will empty the lockers for them. If the locker is unregistered at this time, support staff will dispose of locker contents. If you register your locker you are more likely to get your belongings back.
- **Post-graduate students** who are registered users in the Time Based Art area may register a locker at any time and keep that registered locker until the completion of his/her degree.
- **Second and third year Time Based Art majors** may register a locker at the beginning of session one each year.
- **First years** may register a locker at the start of second session when they have chosen to major in Time Based Art.
- **BDM students** may register a locker at the beginning of session one each year.
- There may not be enough lockers for every student so it will be a first in first served situation but in the past there are usually a number left empty.
- All undergrads are required to empty their lockers at the end of session two every year. Notices are posted towards the end of session to notify the date lockers must be emptied by.

## **Storage**

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- **Supported storage media** in the area includes, 100 & 250 MB zip cartridges, fire wire drives, CD, DVD-R, Mini DV, DV-CAM, VHS, SVHS, Standard Betacam (not SP), DAT and normal audio cassette.
- **NOTE:** The Time Based Art support staff and the University will accept NO RESPONSIBILITY for any lost media or data. Please refer to the Time Based Art and the Computing Code of Conduct and the College of Fine Arts, UNSW Handbook.

## **Proficiency Tests**

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- Some equipment available from the Resource Centre requires students to have passed a proficiency test before they may borrow it.
- Generally proficiency tests will be conducted in classes requiring a student to use that equipment for their course work.
- Audio/Visual support staff run some Proficiency Tests (during session only) relating to the equipment housed in the Resource Centre (CG03) for students who are not in a class providing proficiency.
- These tests service the whole of the campus in relation to this equipment from the Resource Centre.
- The Resource Centre keeps records of proficiency. Resource Centre staff, at their discretion, may request that a demonstration of competency be given before borrowing.

- **NOTE** A proficiency test is **NOT A TUTORIAL or DEMONSTRATION** of how to use the equipment. **IT IS A TEST** to determine whether a student can handle and use the equipment safely and responsibly.
- Students will receive instruction during classes or should study the equipment themselves.
- Post-graduate students not enrolled in classes where demonstration of equipment is provided should speak to their supervisor to investigate whether there is a class he or she can sit in on.
- Students, particularly those not enrolled in classes where instruction is given, should be aware that they are able to borrow instruction manuals for all equipment requiring proficiency from the Resource Centre and can usually arrange to borrow the equipment itself for an hour or so on campus to familiarise themselves with its functions etc.
- More testing information may be found on notice boards outside of the Support office when it becomes available.
- Equipment requiring proficiency basically includes all video cameras except SVHS Ms4s (including tripods), all 16mm cameras (including tripods and light meters and other accessories) and all DAT recorders. A test must be passed before any student may borrow lighting kits. For more accurate information speak to the support staff or check the Resource Centre website. (<http://www.cofa.unsw.edu.au/units/resource/>)

### **Tape Sales**

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The Time Based Art Support staff have a number of different video and audio tapes available for sale including Mini DV, DVCAM, DAT, normal audio, VHS, and SVHS, a small amount of blank CDs and DVD-R disks and some DVD and VHS cases.

If you wish to purchase tapes first check the price list (on display on noticeboards in the TBA area) to see what we have on offer, then check with the support staff to see if there are any of that format in stock. You then must pay the cashier in the Finance Office (F Block) and bring the receipt back to the support office (CG02) to collect your tapes.

### **CD Burning and DVD copying**

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Most computers around the College have CD burners in them and some have DVD burners. Most people in the area seem to do their own burns but the Audio/Visual support staff are able to make burns for you for a small fee if you prefer. We also have a DVD recorder and can make copies of your work for a price. See us in CG02 for more information. Digital Print and Copy Services in F-Block also do CD burning.

### **VHS dubbing**

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The TBA support office has a basic VHS dubbing facility. Copies may be from VHS or SVHS to VHS. We can dub from other formats if you can provide a camera or player for that format but our facility only has composite signal (RCA) in.

#### • **Priority**

Dubs relating to course work or approved research will always have priority.

#### • **Copyright**

You must be the copyright owner or have proof that you have permission to make copies from the copyright owner. If not, we must refuse to copy the tapes.

• **Editing**

We cannot do editing or compiling, only straight dubs from one tape to another.

• **Tape Stock**

If you require us to provide tapes please refer to our current tape price lists for the cost. This charge will be added to the total cost. Check that we have tapes in stock.

• **Cost Summary**

<b><u>Tape to Tape dubs =</u></b> \$Cost of tapes + \$10.00 per copy
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Eg. 1 x 30 minute dub = \$10 + \$5 for the tape = \$15.

2 x 60 minute dubs=\$10 + \$10 + \$6 for tape 1 + \$6 for tape 2 = \$32

**NOTE:** Any repetition of the original onto a tape, to create a looping tape will cost an additional \$10 per repetition.

• All prices quoted include GST.

• If you wish to attempt the dub yourself for no cost you can speak to the Resource Centre to see what equipment they may be able to provide you with or use the Time Based Art facilities if you are an approved user.

• **NTSC**

The Resource Centre have a multi-system VHS deck if you need to convert from one format to another – eg. PAL to NTSC.

• **To arrange to have dubs made –**

See TBA support staff to arrange a time and to check the cost.

Pay the cashier the required amount.

Bring receipt and master tape or tapes to the TBA support office (CG02).

Check when dubs should be ready to collect.

Tapes may not be collected until a receipt is presented.

**Web Site**

<http://www.cofa.unsw.edu.au/schools/mediaarts>

A more comprehensive booklet regarding Time Based Art facilities and guidelines can be obtained from the TBA – A/V support office (CG02).

## Resource Centre

The Resource Centre loans audio-visual production & presentation equipment and assists in setting up and maintaining AV equipment in lecture rooms.

**Location: CG03**

**Hours of opening: During session: 8:45 am – 9:30 pm Mon – Thurs.  
8:45 am – 6:00 pm Fri.**

**Out of session: 8:45 am - 4:30 pm Mon-Fri.**

Phone 9385 0648 or 9385 0743

**Your first step before borrowing any equipment is to visit the Resource Centre website: <http://www.cofa.unsw.edu.au/units/resource/>**

A complete list of and guide to the equipment that may be borrowed.

A guide to audio visual equipment available in lecture rooms.

Borrowing rules and conditions, including tips on how to maximise and preserve your borrowing rights.

Details of your liabilities regarding equipment lost or damaged while on loan to you.

## Insurance

The financial impact of the HIH collapse in March 2001, combined with the effect of the September 11th World Trade Centre disaster on the worldwide insurance market has resulted in substantial premium increases, and severe reductions in the level of benefits available in the Property, and Liability insurance protection purchased by the University.

As part of your course or research work you may find yourself having to borrow many thousands of dollars worth of equipment.

The excess on any insurance claim is now \$50,000. The borrower will be held liable for this amount if the equipment is lost, stolen or damaged. That is; loan items valued under \$50,000 are in effect not covered by insurance.

For an insurance claim to be accepted the following conditions must be met:

\*All equipment taken off Campus must have written approval or the insurance cover will be voided.

This will be done at the time of your Resource Centre loan, but if you are taking equipment off Campus it is your responsibility to see that your loan form has been authorised at the time of borrowing.

\*In the case of theft there must be evidence of forcible entry and/or forcible removal of the equipment.

For example: Losing equipment by leaving it on a train will not be covered by insurance. Equipment left unattended in unlocked rooms on or off campus will not be covered. All unattended equipment must be suitably secured. If not, the borrower will have to pay the replacement cost.

\*Equipment must not be left unattended in a car unless locked in a boot.

Equipment on view, unattended in cars will almost definitely be stolen. The borrower will have to pay the full replacement cost.

\*If anything is stolen while on loan off Campus, you must report it to the police and promptly notify the Resource Centre. You should obtain a copy of the police report as this will be required for any insurance claim.

Remember: For any insurance claim to be successful there must be evidence of forcible entry and/or forcible removal of the equipment.

\*If anything is stolen while on loan on Campus, you must report it to Campus Security and promptly notify the Resource Centre.

\*Do not borrow equipment on behalf of other people. The loan will be authorised to you. You loaning to someone else will void the insurance cover. You will be responsible for all loss or damage.

It should also be noted that student's private property and work is not covered by the University insurance policies. Consider obtaining private insurance cover for expensive loan items.

## **Public Liability**

The University has appropriate insurance cover whereby you, the student and the University are indemnified in the event of you, while on work experience, placement or assignment (including such things as film/video shoots) become legally liable for any injury to any person or damage to property caused by your negligent act.

A Letter of Indemnity Template is available for download from:

<http://www.riskman.unsw.edu.au/insurance/indemnity.shtml>

This should be signed by the relevant Course Co-ordinator or Head of School.



Summary:

\*Borrowers pay the first \$50,000 of any loss caused by theft or damage.

\*For any insurance claim in the case of theft to be successful there must be evidence of forcible entry and/or forcible removal of the equipment.

\*Equipment left on view in an unattended car will not be covered by insurance.

\*Borrowing equipment on behalf of someone else will void the insurance cover.

\*Students undertaking film/video shoots off Campus should inquire with their subject co-ordinator about a Letter of Indemnity regarding public liability.

## Academic Misconduct

**Students are reminded that the University regards academic misconduct as a very serious matter. The University can impose heavy penalties on students who breach its rules.** Penalties range from failure in a course, loss of privileges, fines, payment of compensation, and suspension, to exclusion from study for a certain period or even permanent expulsion from the University.

The following are some of the actions which have resulted in students being found guilty of academic misconduct in recent years:

1. taking unauthorised materials into an examination;
- 2. submitting work for assessment knowing it to be the work of another person;**
3. improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination.
4. failing to acknowledge the source of material in an assignment;
5. impersonation in an examination;
6. permitting another student to copy answers in an examination;
- 7. plagiarism**
8. exchanging notes between students in an examination;
9. removing an examination paper from an examination room where it is specified that the paper is not to be retained by the student;
10. submitting a falsified medical certificate.

### Acknowledgement of Sources

**Students are expected to acknowledge the source of ideas and expressions used in submitted work.** To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the marker to consult sources with ease. **Failure to do so may constitute plagiarism, which is subject to a charge of academic misconduct.**

