CONTACT INFORMATION

The HUB
301 SWAN HALL
60 Upper College Road
Kingston, RI 02881 USA

Phone: 401-874-9424
LLRC Phone: 401-874-4720

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HOURS OF OPERATION

MONDAY - THURSDAY: 9AM - 9PM
FRIDAY: 9AM - 6PM
SATURDAY: CLOSED
SUNDAY: 3PM - 9PM

EQUIPMENT RETURN DEADLINES

CHECKED OUT             DUE BACK BEFORE
MONDAY                   THURSDAY, 4PM
TUESDAY                  FRIDAY, 2PM
WEDNESDAY                SUNDAY, 6PM
THURSDAY                 MONDAY, 4PM
FRIDAY                   TUESDAY, 4PM
SUNDAY                   WEDNESDAY, 4PM
MISSION

The primary mission of the Harrington ‘HUB’ is to serve as the media technology resource center for the Harrington School of Communication and Media at the University of Rhode Island, Kingston.

We provide equipment and tech support for all media production classes in the Harrington School, as well as for projects by any current student, faculty or staff at URI.

We’re committed to fostering creativity and providing a level of service and expertise to our patrons that ensures their production endeavors are successful!

EQUIPMENT + FACILITIES

The HUB, in 301 Swan Hall, houses a variety of equipment that is updated regularly and expertly maintained to keep up with the constantly evolving world of media technology.

We offer entry-level media production equipment through professional grade gear, as well as a Mac computer lab with industry-standard audio and video post-production software.

For a complete list of available equipment, check out our website:

**EQUIPMENT ACCESS**

The HUB is open to all current student, faculty and staff at URI Kingston.

Equipment may be checked out of the HUB on a first-come first-serve basis, for a limited period of time. To see when equipment is due back, check out the ‘Equipment Return Deadlines’ on page 3.

To access equipment, potential patrons must completely fill out and sign an ‘Equipment Usage Agreement’ form and provide a valid URI ID along with another form of photo ID that lists a home address. Without the signed agreement and both forms of ID, access to the HUB will not be granted, no exceptions.

The ‘Equipment Usage Agreement’ grants patrons access for the duration of the semester in which they signed the agreement. Patrons are welcome to re-apply for access during the next semester.

All patrons are granted a ‘Basic’ level of access that enables them to check out entry level video cameras, tripods, lights, audio recorders and Mac laptops.

‘Advanced’ equipment access is granted only to students enrolled in Harrington School media production classes, and is based on the technology used in the course.

For a list of access levels and corresponding equipment, see:

CHECK OUT POLICY

Patrons who are taking equipment out of the HUB must be physically present to check out their equipment. No one is allowed to check out equipment under any else’s name. Patrons may only check out equipment relevant to their access level.

All equipment to be checked out of the HUB must be physically and visually inspected before leaving. Inspection includes verifying that the equipment is in good working order and all listed components are present. If something is missing or damaged, notify HUB staff, who will rectify issues on-site.

Upon completion of inspection, Patrons must sign a form stating that they have verified the working condition of the equipment and the inclusion of all component parts. Patrons assume financial responsibility for all damage or loss incurred while said equipment is in their possession. Once Patrons leave the HUB, all loss or damage assessed by HUB staff upon return is the responsibility of the Patron.

NEVER LEAVE EQUIPMENT IN AN UNATTENDED AUTOMOBILE

DO NOT EXPOSE EQUIPMENT TO PROLONGED PERIODS OF INTENSE COLD

KEEP GEAR AWAY FROM WATER, SAND, AND INTENSE HEAT
CHECK IN POLICY

PATRONS MUST RETURN EQUIPMENT TO THE HUB BY THE TIME IT IS DUE, IN THE SAME CONDITION IT WAS CHECKED OUT IN.

HUB staff will always inform patrons when their equipment is due back at check out, as well as provide a receipt listing the return deadline. See page 3 for the full ‘EQUIPMENT RETURN DEADLINE’ chart.

While it is not recommended, patrons may have someone else return equipment for them to avoid it being returned late.

Patrons must wait a full day after returning equipment before they are allowed to check out equipment again. In other words, if you return equipment on a Monday, you can not check out again until Tuesday.

DAMAGED/LOST EQUIPMENT

Patrons assume financial responsibility for damaged and/or lost equipment. Damage is assessed by HUB staff, in accord with the ‘Equipment Usage Agreement’.

Patrons may not use the HUB until arrangements have been made to repair/replace damaged/lost equipment.

Students with outstanding repair/replacement fees at the end of the semester will be placed on a university wide registration hold until the fee is paid.

Faculty and Staff will have outstanding fees charged to their respective department.
LATE EQUIPMENT

Patrons may check out equipment from the HUB for a limited period of time, and agree to pay late fees upon failure to return equipment before the time specified on their check out by HUB staff.

Traffic, illness, not being on campus that day, and any other personal issues are not considered valid excuses for tardiness. All equipment returned after its due time is considered late.

Though it won’t change the equipment’s late status, it is recommended that if a patron knows they will be late, that they call and notify HUB staff.

LATE FEE SCHEDULE

$5/per piece of equipment/per day late. Max $100.00

$10/per day late for Mac laptop computers. Max $70.00

Patrons with unresolved late fees cannot use the HUB until the fee is paid. Equipment more than one-week late will be reported to local police as theft.

EXTENSIONS

Patrons may request 1 ‘extension’ per check out, for an additional 2 days. This requires the equipment to be returned to the HUB by its original specified due date so that HUB staff can verify its condition before an extension is granted.

Extensions will not be granted over the phone, and no extensions will be granted for equipment that is brought in late.
RESERVATIONS

Reservations for specific equipment may be made up to 2 weeks in advance, either in-person or over the phone.

Patrons must wait 2 full days after returning equipment to reserve equipment again.

Patrons are limited to 1 reservation per week.

LAPTOPS

Due to high demand and cost, laptops fall under slightly different rules than all other equipment at the HUB.

Extensions will NOT be granted for laptops.

Laptops may not be checked out more than once per calendar week.

Fees for late laptops are $10/day, max $70.00. After 7 days the laptop will be reported as stolen to local police.
we’re here for you