

How to Work with the JLMC: University Partners

JLMC resources, including space and equipment, are available to support University partners involved in the creation, programming, and presentation of art.

How can I gain access to JLMC resources for my team's project?

To gain access to our resources for your team's project, we require that at least one member of your team be certified for JLMC General Access. Please refer to the first page of this guide for instructions on how to sign-up for General Access, which requires an in-person orientation and an online quiz. Please note that we primarily support projects in the arts, and that some of our spaces have an hourly rental fee for non-arts users.

Does the JLMC function like a rental house or production company?

No. We are a **user-driven learning center** designed to equip members of our community with the necessary gear, space, skills, and knowledge to **self-produce digital media**. To this end, **we do not provide for-hire labor** (audio engineers, videographers, etc.), equipment setup, project management services, or individualized consulting on a project-by-project basis.

Do I need to be an expert on every piece of equipment I check out?

Not necessarily, but if you are truly unfamiliar with gear that you are aiming to operate yourself, we ask that you build in time for skill acquisition during the planning phase of your project.

Step 1: Introduce your project

Email us at loganmediacenter@uchicago.edu with the details of your request. This address will reach all four professional staff members at the JLMC. The more information we have about the team you're working with, the better equipped we'll be to evaluate your needs and advise your project.

Step 3: Evaluation

Once we have enough information about the nature of your project, we'll evaluate your request based on other demands on our equipment and spaces to make sure we have the capacity to support your work. If the timing of your project is flexible, we may ask if you can schedule your work around the availability of our resources.

please note...

During the three academic quarters of the year, there are significant demands on our resources from classes and RSOs. For this reason, we may not always be able to accommodate your project with our resources.

Step 2: More details

If your request is straightforward, we'll go ahead and put in a reservation for you. Often, however, we'll ask you to provide us with some more details about the project based on the questions listed below. This can happen via email or an **in-person meeting**.

Step 4: Follow-up

We'll follow up and clarify the actual equipment you'll be using, the dates and times of your reservations, and, if applicable, the rate at which you'll be renting our resources.

Step 5: Rental or Checkout

You'll come pick up your equipment at the time we've agreed upon, or access the space you've reserved at the time of your reservation. Although we don't provide setup services, we can often plan to be around to get you familiarized with gear.

Step 6: Return

When you're done using the gear you've checked out, you'll return it to the cage at or before the agreed upon return time. We'll put your return on our calendar so we can be around when you bring things back. This gives us an opportunity to check in with you about how the project went and what could be tweaked for next time.

Your checkout will be treated just like all others (i.e. late returns that arrive without communication will be subject to fines).

Questions we might ask...

Technical Capacity: Does your team have experience completing a project like this? Are you or other team members familiar with the gear in question? Who will be operating the gear -- you or someone else on the team?

Personnel: Who's on your team? If your team is larger than you, how are they affiliated with the University? Are they staff or an outside contractor?

Spaces: Are you interested in using one of our spaces? Which dates & times would you like to reserve the space? Are these dates & times fixed? Will there be multiple occurrences? Will you need additional gear?

Gear: What dates would you like to use our gear? Are these dates fixed or flexible? Will there be multiple occurrences? Will you require a checkout that lasts for longer than our 72-hour standard? Do you know what specific gear or resources you may need?