

Hunter College Film & Media Department Equipment Room - Hunter North Room 466

Monday - Friday

9:30am-12pm & 1pm-4:30pm

212-772-4248

Equipment pick up for students: Thursdays only

Equipment return for students: Mondays only

Resource Room (*Office for Equipment Room*) - Hunter North Room 473

Monday - Friday

9am-12pm & 1pm-5pm

212-772-4248

Equipment Borrowing Process for Students

To set up your account:

1. Sign into Connect2 (<https://hcfmresource.getconnect2.com/>) using your @login.cuny.edu credentials and create your profile. You must do this at least 5 business days before your first pick up.
2. Email resourceroom.hunter@gmail.com with your name, EMPLID number, course title, and professor's name. We will update your permissions in Connect2, allowing you to book the right equipment.
3. We will reply confirming that your permissions have been updated and that you are able to book equipment.
4. Follow the steps below for returning users.

For returning users:

1. Sign into Connect2 (www.hcfmresource.getconnect2.com) using your @login.cuny.edu credentials. **You must make your reservation on Connect2 by 5pm on the Monday before your Thursday pick up.**
2. Click "Book Equipment."
3. Select the equipment you would like to reserve and add to your basket. If you run into any issues, please email resourceroom.hunter@gmail.com or call 212-772-4248. We are happy to assist you!

4. Once you have selected all the equipment you would like to reserve, click “Create Booking.” Select Thursday for your check out (pick up). Pick ups are ONLY on Thursdays. Select Monday for your check in (return). Returns are only on Mondays.
5. At your scheduled time on Thursday come to the Equipment Room, Hunter North Room 466, to pick up your equipment. Use the tables in the hallway to inspect your equipment. We recommend photographing your equipment so that you will know how to return it. If you notice any problems, alert Equipment Room staff immediately.
6. Return your equipment to the Equipment at your scheduled time on Monday. Late fines are \$25 per day, per booking.

Important Policies

All rechargeable batteries will be provided, but you are responsible for charging them. You are responsible for providing any AA, AAA, etc-type batteries.

You must provide SD and CF cards.

You are responsible for equipment while it is in your possession.

You are expected to be knowledgeable in the use and safety of equipment. Equipment Room staff cannot train students on use of the equipment on Thursdays due to workload.

If you are going to be late to pick up or return equipment please email or call the Resource Room ASAP at resourceroom.hunter@gmail.com or 212-772-4248. We're here to help. Reach out and avoid late fees!

Consult Equipment Room Policies on the Connect2 homepage for more information.