

香港中文大學和聲書院

攝錄器材借用守則

Lee Woo Sing College,

The Chinese University of Hong Kong

Borrowing Guidelines of Video Production Equipment at Lee Woo Sing College

1. 和聲書院只接受本院學生團體申請借用書院攝錄器材。
Student Societies registered under the College Office or Student Union of Lee Woo Sing College are eligible to borrow video production equipment owned by the College.
2. 當兩個或以上的學生團體同時申請借用器材，本院的電視攝製團隊將獲優先考慮。本院鼓勵學生組織透過與本院電視攝製團隊合作的形式，拍攝宣傳短片。
When two or more societies apply for borrowing video production equipment at the same time, the College TV Student Team have priority in using such equipment. The student societies are encouraged to engage/collaborate with the College TV Student Team in production of promotional videos.
3. 學生須自備 SD 記憶卡進行拍攝及剪接作業。
Students should prepare their own SD memory cards for video production.
4. 借用器材必須由學生團體的主席或書院電視攝製團隊的製作助理全權負責 (下稱負責人)，並遵照下列申請程序：
The Chairman of respective Student Society or the **production assistant** of College TV student team (refer to 'Designated Person' below) should be the only designated person solely responsible for all procedures regarding borrowing equipment as stated below:
 - a. 負責人預先透過互聯網遞交攝錄器材借用表格。表格內須清楚列出要拍攝的節目和借用的器材類別，否則申請將不獲受理。
The Designated Person must submit a borrowing form through internet in advance. Purpose of borrowing and equipment categories must be well written, otherwise the application will not be considered.
 - b. 該學年第一次借用器材的學生團體，需先繳付按金港幣 300 元。按金會於該學年完結後退還。
Student societies as first-time borrowers of that academic year should **pay a deposit of HK\$300**. The amount would be returned after the conclusion of academic year.
 - c. 負責人在辦公時間內親臨本院院務室，辦理檢收器材手續，並於借用表格上簽署作實。
The Designated Person should come to the College Office to check the requested equipment in person during the office hour, and sign on the form for confirmation.
 - d. 因攝錄器材昂貴，負責人必須小心檢視欲借用的攝錄器材，如有故障須即時向院務室職員提出更換。如器材因借用期間損壞，遺失而需要維修及更換，學生團體均需要全數支付維修費用或按該器材的購入價格作出賠償，相關費用會先在該學年的按金中扣除。
The video production equipment are very expensive. Therefore, the Designated Person is responsible for the equipment check during time of borrowing. He/she should report any defect or malfunction to the College staff promptly. If the equipment is lost, damaged during the borrowing period, the societies involved must compensate for the full repair fee or pay the actual price for a replacement of the equipment, with deposit included.

5. 攝錄器材的一般外借期限為最多 7 日（包括星期六、日及公眾假期），負責人須親臨院務室交還器材。如外借期的最後一日為公眾假期，借用期限將自動延長至下一個辦公室工作日。如欲延續借用期，必須於外借期限前透過電話和電郵向院方書面提出，並需得到書面回覆作準。
The maximum length of loan is one week (including Saturdays, Sundays and public holidays). The Designated Person would return all equipment in person. If the due date is public holiday, the return date will be automatically postponed to the next office working day. Any application of loan extension should be a written request sent to the Office **through phone and email** with a written reply from the College Office for confirmation.
6. 逾期歸還攝錄器材，每項每日計罰款港幣 50 元（包括星期六、日及公眾假期）。單學年內逾期歸還達三次的學生團體，本書院會考慮取消其該學年的借用資格。
Late return of each equipment will be charged at **HK\$50 per item per day** (including Saturdays, Sundays and public holidays). If the concerned societies have accumulated three late returns within an academic year, their eligibility to borrow for that year will be considered suspended.
7. 和聲書院保留相關攝錄器材事務的最終決定權。
All matters and disputes regarding video production equipment are subject to the final decision of Lee Woo Sing College.

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Lee Woo Sing College - Video Shooting Equipment Available for Loan

Camera

<p>Sony a7iii MILC Camera</p>	 A black Sony a7iii mirrorless camera body with a silver lens mount. The camera is shown from a front-three-quarter view, highlighting the lens mount, the Sony logo on top, and the alpha 7 III branding on the right side.
<p>GoPro Hero 7 Black</p>	 A black GoPro Hero 7 Black action camera. The front view shows the lens, a small LCD screen displaying '4K 60W' and '00:07', and the GoPro logo at the bottom.
<p>Ricoh THETA S 360 Camera</p>	 A black Ricoh Theta S 360-degree camera. It is a vertical, cylindrical device with a lens at the top, a central button, and a blue light indicator. The Ricoh logo is visible at the bottom.
<p>Sony HDR-PJ440 HandyCam</p>	 A black Sony HDR-PJ440 camcorder. It is a compact, handheld device with a lens on the left side and various controls on top. The Sony logo and 'HD' branding are visible on the side.

Lens for MILC Camera

Sony SEL2870 FE 3.5-5.6 28-70mm
(Attached with Sony a7iii MILC Camera)



Canon EF 50mm f/1.4 USM



Metabones Canon EF Lens to Sony E Mount T Smart
Adapter (Mark V)



Shooting Support

On-Screen Preview Monitor:
Seetec-One 5.7"



Camera Stand:
Manfrotto MKC3-P01



Camera Stand:
Manfrotto MVMXPROA4 Video Monopod



Sliding Track for Cameras:
Tarion Tr-v500



LED Lighting

Pixel K80 LED Light
** Quantity: 2
(Attached with light stands)



5-in-1 Light Reflector



Audio Recording Device

Zoom H6 Handy Recorder



Microphone

Shot gun:
SONY ECM-CG60



Hand:
BOYA BY-HM100



Condenser Microphone + Boom Set:
Rode NTG2 Dual Powered Directional Condenser
Microphone
(Attached with a mic holder, a 4.5m XLR-to-3.5mm
Cable & MG-300 mic boom pole)



Wireless Clip:
Azden WR-Pro
(Attached with Azden EX 505U clip mic)



Wireless Clip plus hand-held:
SENNHEISER ew 100-ENG G4



iPhone:
Rode VideoMicMe

