

MULTIMEDIA EQUIPMENT LOAN AGREEMENT

DATE OUT	DUE DATE
RENEWAL DATE	INITIAL FOR RENEWAL

NAME: _____

PHONE: _____

STUDENT ID: _____

COURSE: _____

EMAIL: _____

PROFESSOR: _____

Help Desk/CLA	HD/CLA	Patron	HD/CLA	HD/CLA	Help Desk/CLA
EQUIPMENT	BARCODE	ACCESSORIES	DATE/TIME RETURNED	CLEAN TEST	NOTES
Video Camera					
Canon Vixia HF G10 (\$1300)	 _____	case, camera, battery, charger, lens filter, lens cap, power cord, SD card _____ (student initial)	Date:_____ Time:_____		
Kodak Playsport (\$180)	 _____	case, camera, USB cable, plug, SD card, _____ (student initial)	Date:_____ Time:_____		
Digital Still Camera					
Canon Rebel T4i (\$950)	 _____	case, camera, battery, charger, USB cable, power cord, SD card _____ (student initial)	Date:_____ Time:_____		
Digital Audio Recorder					
Zoom-H2 (\$300)	 _____	case, recorder, SD card, stand, usb cable, windjammers (2) _____ (student initial)	Date:_____ Time:_____		
Zoom-H2n (\$350)	 _____	case, recorder, SD card, usb cable, windjammer _____ (student initial)	Date:_____ Time:_____		
Accessories					
Tripod	 _____	tripod, quick release head _____ (student initial)	Date:_____ Time:_____		
Manfrotto xprob Tripod – Photo Head (\$250)	 _____	tripod, quick release head _____ (student initial)	Date:_____ Time:_____		
Manfrotto xb Tripod – Video Head (\$250)	 _____	tripod, quick release head _____ (student initial)	Date:_____ Time:_____		
Wireless Mic	 _____	case, transmitter, receiver, mic, audio cable _____ (student initial)	Date:_____ Time:_____		
Shotgun Mic	 _____	case, mic _____ (student initial)	Date:_____ Time:_____		
Light Meter	 _____	case, meter _____ (student initial)	Date:_____ Time:_____		
OVER - Signatures required by all parties - OVER					

MULTIMEDIA EQUIPMENT LOAN AGREEMENT

Two Strike Policy

It is extremely important that equipment is returned promptly. In the event that a borrower does not return equipment on time, a "strike" will be assessed. Any borrower who accrues two strikes will lose borrowing privileges for one month. Please note that strikes are cumulative across the semester - that is, if a borrower earns one strike at the beginning of the semester, that strike will remain on their record until the end of the semester. The process for assessing strikes is:

- If a borrower fails to return the equipment during the Help Desk hours on the third day (the due date), one strike is assigned and a reminder e-mail is sent to the borrower.
- If the borrower fails to return the equipment during the Help Desk hours on the following day (day 4), another strike is assigned and a reminder e-mail is sent. At this point, the student loses borrowing privileges for one month.
- Since strikes are cumulative across the semester, a borrower may be assessed two strikes for returning equipment on day 4 on two separate occasions.

In any case, once a borrower accrues two strikes, borrowing privileges will be lost for one month (30 days).

- The "timer" for the penalty month will not begin until all of the borrowed equipment is returned in good working order.
- The student's professor will be notified. The student will be expected to find other ways to complete the work that must be done during the penalty month.
- At the end of the 30 day period the student may once again check out cameras freely.

If borrowed equipment is not returned by the end of the 4th day of the loan period:

- **The loaned equipment will be viewed as stolen.** This is in direct violation of the [Student Code of Conduct](#), resulting in a [4-10 point assessment](#) against the individual. Campus Safety will be contacted and assist ITS with the repossession of the equipment.
- If the borrower is either unavailable or unable to produce the loaned equipment, the business office will be notified of the total replacement costs. The borrower will then be financially responsible for the replacement costs of the loaned items.

I understand that the Equipment loaned to me is for class projects only. I understand there are requirements in returning this equipment and penalties for late returns. If I fail to return this equipment on time, I understand the consequences outlined on the policy printed on the back of this form. I also understand that I can be held responsible for repair costs or replacement charges if I damage or lose this equipment whether from neglect or accidental. I fully understand the instructions I have received on the use and care of this equipment.

Signature: _____ Date: _____ Initial upon return: _____

ITS Information

Checked Out By: _____ Date: _____ Time: _____

Shooting and Usage Instruction Given? ___ yes ___ no

Checked In By: _____ Date: _____ Time: _____

Camera Loan Processed By: _____ Date: _____ Time: _____