

# MULTIMEDIA EQUIPMENT LOAN AGREEMENT

DATE OUT	DUE DATE
RENEWAL DATE	INITIAL FOR RENEWAL

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

COURSE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROFESSOR: \_\_\_\_\_

Help Desk/CLA	Patron	HD/CLA	HD/CLA	CLA	Help Desk/CLA
EQUIPMENT	ACCESSORIES	BARCODE	DATE/TIME RETURNED	CLEAN TEST	NOTES

## Video Camera

A (\$1200)	case, camera, battery, charger, lens filter, lens cap _____ (student initial)		Date: _____ Time: _____		
B (\$750)	case, camera, battery, charger, lens filter, lens cap _____ (student initial)		Date: _____ Time: _____		
C (\$500)	case, camera, battery, charger, lens cap _____ (student initial)		Date: _____ Time: _____		
D (\$350)	case, camera, battery, charger, lens cap _____ (student initial)		Date: _____ Time: _____		

## Digital Still Camera

Basic (\$300)	case, camera, battery, charger, SD card _____ (student initial)		Date: _____ Time: _____		
DSLR (\$750)	case, camera, battery, charger, lens cap, 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: _____		
M-Audio (\$300)	case, recorder, SD card, mic, usb cable, power cable _____ (student initial)		Date: _____ Time: _____		

## Accessories

Tripod	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**

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## 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: \_\_\_\_\_

Shooting and Usage Instruction Given? \_\_\_ yes \_\_\_ no

Checked In By: \_\_\_\_\_ Date: \_\_\_\_\_

Camera Loan Processed By: \_\_\_\_\_ Date: \_\_\_\_\_