

## Student Communications and Research Lab Equipment Check-out/Check-in

### Student Verification

Student name
Student ID#
Phone
Email

### Staff Verification

Verified ID#	
Verified CANON GL1 Certificate	
Check out date/time	
Due date/time	Actual Check in date/time

#### Student Check OUT Procedure

- 1) Fill out Student Verification Section
- 2) Give staff member sheet, Id and Canon G1 certificate (if borrowing camera)
- 3) Inspect equipment and verify that each piece is in package
- 4) Initial in "Out" column next to each piece to verify that you received this piece
- 5) Review Rules page and sign bottom

#### Staff Check OUT procedure

- 1) Retrieve requested equipment
- 2) Write in student ID# and initial
- 3) If student is borrowing the camera:
  - a) request a Canon GL1 Certificate from the Digital Aquarium
  - b) initial in box verifying that you saw the certificate
- 4) Give student equipment for piece verification
- 5) Give Rules page to student
- 6) Give copy of all signed pages to student

#### Student Check IN Procedure

- 1) Return equipment/stay will staff member until check in complete
- 2) Report any problems experienced with equipment
- 3) Sign bottom of second sheet

#### Staff Check IN procedure

- 1) Retrieve Equipment check-out/check-in Form
- 2) Inspect equipment and verify that each piece is in the package AND undamaged
- 3) Initial in "In" column next to each piece to verify that the piece was returned
- 4) Sign bottom of second sheet

Pieces	Product Package	Contents	Out	In	Pieces	Product Package	Contents	Out	In
4	<b>Dell Latitude Laptop D505</b>				7	<b>Epson PowerLite Projector</b>			
1		Laptop Computer			1		Projector		
1		Carrying Case			1		Carrying Case		
1		Power Cord w/AC adaptor			1		Remote Control		
1		Carrying Strap			1		Power Cord		
20	<b>Sony Handycam Video Recorder DCR-HC-85</b> *****CERTIFICATE REQUIRED*****				1		Computer Cable Mini D-sub 15 pin		
1		Video Recorder			2		Presentation Remote Control Kit (6a and 6b)		
1		Tamrac System 2 Camera Bag			<b>15 Olympus DM-10 Digital Stereo Recorder</b>				
1		Battery Pack (Attached to Camera)			1		Voice & Music recorder		
2		Memory Stick Duo (4a and 4b)			1		Electronic Condenser Microphone		
1		Lens Hood			1		USB Cradle		
2		AC adaptor and power Cord (6a and 6b)			1		USB Cord		
1		Wireless Remote Commander			1		Voice and Music DM Series CD-Rom		
1		USB Cable			1		Standard Earphones		
1		A/V connecting Cable			5		Olympus TP6 Telephone recording Kit (7a-e)		
1		Shoulder Strap			1		Storage Box		
1		Cleaning Cloth			1		AC Adaptor		
1		Rechargeable Battery Pack			1		Sony Flat Omnidirectional Condenser Microphone		
6		ATR25 Stereo Video Recording Microphone (6 pieces in a box)			1		Alternate Adaptor		
2	<b>Velbon CX-570 Tripod</b>				1	<b>Start-Stop Universal Transcript System</b>			
1		Tripod			1		Transcriber		
1		Plastic Cover							

# Student Communications and Research Lab Equipment Check-out/Check-in Loan Policy

**Rules and Implications:**

Rules	Implications
Do not lose the equipment	You are responsible for the cost of replacing the equipment.
Do not let the equipment get stolen Do not leave unattended Do not leave in car	You are responsible for the cost of replacing the equipment In the event of theft of equipment you must file a police report immediately in order to validate the insurance policy.
Do not damage the equipment Do not drop Do not disassemble Do not get wet	You are responsible for the cost of replacing the equipment.
Do not use for any illegal activities	Your privileges will be revoked
Do not use camera while under the influence of drugs or alcohol	Your privileges will be revoked

**In the event that damages are incurred, your transcript will be held by the Registrar until all equipment issues are resolved.**

**Terms and Conditions:**

The following terms must be accepted prior to borrowing a Equipment from the Student Communications and Research Laboratory, Georgia State University.

The student must:

- Read and agree to abide by the Digital Equipment Loan Policy provided by the SCRL Staff.
- Provide Panther Card ID when requested.
- Return the Equipment promptly at the end of the loan period.
- Be responsible for replacement costs if the Equipment is lost or stolen.
  
- Sample of replacement costs: **Digital Video Camera (\$900), MiniDV Cassette (\$5.00), Tripod (\$50), Battery Pack (\$150), Camera bag and accessories (\$100), Video Recording Microphone (\$100), Lavalier Microphones (\$100),**
- Be responsible for full repair cost if the borrowed equipment is damaged while in charge of the user.
- Complete transferring of files prior to return of Equipment to the SCRL Staff, wait until equipment is checked.

By signing this form, I confirm that I have checked out the equipment indicated above, and I assume responsibility for all equipment I have checked out. I understand that I must pay for loss or damage of any of the equipment, and may face suspension of my check-out privileges should I lose or damage equipment or fail to return it in a timely manner.

"I understand that this equipment cannot be used for profit."

**Check OUT:**

Student \_\_\_\_\_

Date \_\_\_\_\_

**Check IN:**

Student \_\_\_\_\_

Date \_\_\_\_\_

Staff \_\_\_\_\_

Date \_\_\_\_\_