

# Check-Out Agreement

The Learning Studio makes audio and video equipment available for checkout. Users must have a current ACU ID to check out gear for **2 days at a time**. Longer-term checkout may be available for faculty loans required for class projects or research. Please submit the **Project Approval Form** at least two weeks in advance to find out if your project is eligible.

## **Late Policy**

The check-out equipment pool is a limited resource serving the entire campus community. Please bring equipment back to the Learning Studio desk on the due date.

Late fees will be charged for overdue equipment with the potential loss of check-out loan privileges.

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## **Damaged Equipment**

All equipment, cables, bags, and memory cards should be returned in the condition they were in at check-out. Cameras and lenses are precision pieces of gear, so please help us take care of them by:

- *not trying to repair damaged LS equipment yourself*
- *not leaving LS cameras or gear in your car*
- *keeping LS gear safely away from water or debris*
- *not allowing children to use LS equipment*

The user who checked out the gear is responsible for any lost or stolen equipment as well as repair costs for damaged equipment. Replacement costs include cables and memory cards not returned with the equipment.

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## **Stolen Equipment**

If check-out equipment is stolen, please contact ACU Police immediately (674-2911) to file a police report. You should also bring a copy of the police report to the Learning Studio. Even if the equipment is stolen, the user can be held responsible for replacement costs. Because of our limited stock of check-out gear, it is essential that everyone protect the equipment from theft or damage.

## **Availability Policy**

Academic projects will have first priority, followed by campus projects and personal projects. During high-traffic periods, users may be asked to confirm the nature of their project.

Users are able to check out one kind of camera or recorder at a time. A single check-out could include one camera, one tripod, and one external mic, etc. If you have a project that requires multiple pieces of equipment, please submit the Project Approval Form at least two weeks in advance to find out if the equipment will be available.

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## **Additional Training**

Training is available during regular staff hours in the Media Lab on any piece of equipment. Users checking out certain pieces of equipment (like SLR cameras or light kits) will be required to walk through a quick training checklist before check-out.

If you have never used a piece of equipment before, please request a quick walk-through of features. For a complete list of equipment available for check-out, check the Learning Studio blog.

## Checklist

**Video Cameras**

- Sony Bloggie Camcorder
- Canon m400 Camcorder
  - Bag
  - USB Cable
  - Battery Charger
- Canon 60D SLR Camera\*
  - Bag
  - USB Cable
  - Battery Charger

**Audio Recorders**

- Blue Snowball USB mic
- Blue Mikey mobile mic
- Zoom H1 recorder
- Zoom H2 recorder\*

**Accessories**

- Tripod
- Monopod
- Wireless Lav Mic\*
- Rode Video Mic\*
- Lowel Lighting Kit\*

**\*Requires Approval or Training**

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Signature

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Date

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Printed Name

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Banner Number

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Phone Number

**Date Due**

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LS Employee