

I fully understand that I am **financially** responsible for all equipment that I check out from the library and I will replace any item that I damage or do not return.

Date _____ Time _____

Student Name *(Please Print)* _____

(staff check all items that apply)

ARL-01: Bogen Tripod (2 parts)
____ A) tripod ____ B) quick release

ARL-02: Dolly Mounted Projector (3 parts)
____ A) projector/dolly rig ____ B) video cable ____ B) power cable

ARL-03: Steady-On Studio Lights (2 parts)
____ A) light #1 ____ B) light #2

ARL-05: Diffuser Umbrellas (2 parts)
____ A) umbrella #1 ____ B) umbrella #2

ARL-06: Reflector (2 parts)
____ A) reflector ____ B) bag

Loan Period – Maximum of 3 hours. All items are due ONE HOUR before the library closes.

Fines - \$10.00 per hour for each hour overdue, plus \$50.00 each overnight if not returned by closing time.

Replacement Cost - The cost of each item plus a \$20.00 processing fee per item.

CHECK OUT

All Items Listed Above have been given to student, and inspected before loan

SPECIFY ANY PROBLEMS FOUND _____

Student and Staff agrees to the above.

Staff Initial _____

I have read the above and agree to the condition of the items checked out, and all above conditions.



Student Signature _____ Date _____

CHECK IN

____ All the above inventoried items have been returned. ____ Inspect condition

Staff Initial _____



Student Initial _____ Date _____

SPECIFY ANY PROBLEMS FOUND _____