

Authorization Form
Student Use of Equipment Services Pool Equipment
Media Technology Services

Camcorders, digital cameras, VCR's and video/data projectors are available to students for instructional use only. The equipment may be reserved in advance. Faculty approval is required.

PROCEDURE for Students to Borrow Pool Equipment

1. Print this form, complete it, and obtain faculty signature.
2. Bring the form to the OES (room 817 Pioneer Tower) and reserve the equipment needed.
3. If needed, arrange for training on the equipment.
4. Pick up and return the equipment on the date(s) specified.

Student

Name: _____ ID number _____ Date _____

Department _____

Course Number _____

Date and Time of Use: _____

Project Title: _____

Equipment Needed: Video Camera Digital Camera Video/data projector
 VCR/Cart Other: _____

FINANCIAL RESPONSIBILITY

The student whose signature appears below agrees to accept complete financial responsibility for any damage to and/or loss of the equipment described herein until equipment is returned to Media Technology Services and checked in by OES staff.

COPYRIGHT NOTICE

Any software received as part of this loan agreement, which includes information contained in any databases, is furnished under a license agreement or nondisclosure agreement and may be used or copied only in accordance with the terms of the agreement. It is against the law to copy the software except as specifically allowed in the license or nondisclosure agreement.

*I have read and agree to the policies and procedures as outlined.
I have approval from my instructor whose signature is below.*

Student's Signature: _____ **Date:** _____

Faculty Approval

_____ is using the above equipment for an assigned project.

Instructor Signature: _____ **Date:** _____