

### **Digital Lab Equipment Check Out Policies**

- Only Loyola and Notre Dame faculty, staff, and students may borrow equipment.
- Equipment may be checked out for a period of **3 days**. Fines of **\$5 per day** up to the price of the equipment will be enforced if equipment is returned late.
- Equipment may not be renewed except in special cases with permission of the Digital Lab staff.
- Borrowers are responsible for all equipment checked out to them.
- It is the borrower's responsibility to ensure that equipment is in proper working order before checking it out.
- It is the borrower's responsibility to check the parts and contents of the package against the list in the package to make sure all parts are included upon check out and return.
- Should the equipment become faulty for any reason while in the borrower's charge, the borrower must immediately return it to the Digital Lab and let the staff know about the problem.
- Borrowers are responsible for returning all equipment in the same condition it was received. Equipment must be returned to the Digital Lab when it is open. If the Digital Lab is closed equipment may be returned to the Circulation Desk. It may not be returned using the book drop.
- Equipment sign-out privileges may be revoked at any time without warning due to the careless handling of equipment or repeated lateness.
- The borrower is responsible to pay the cost of replacement of any equipment not returned or equipment which is damaged beyond repair. The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment that merits repair.
- Costs and fines assessed against the borrower will be imposed on the borrower's library account and should be paid at the Circulation Desk of the library.

The value of the equipment is as follows:

**Flip Camcorders** - \$150.00

**Tripods** - \$50.00

**JVC Camcorder Model #GR-DA30**

Camcorder - \$350.00

AC Adapter - \$15.00

Battery Pack - \$25.00

DV Cable - \$6.00

AV Cable - \$4.00

Core Filters for AV Cable and AC Adapter \$3.00 each

Manual - \$5.00

**Sony Handycam Model # DCR-SR47**

- Camcorder - \$250.00
- Battery Pack- \$50.00
- AC Adapter – \$50.00
- USB Cable – \$5.00
- AV Cable - \$4.00
- Manual - \$5.00
- Picture Motion Browser Software CD - \$5.00

**Nikon D80 Digital Camera**

- Camera - \$1,200.00
- Lens Cap- \$5.00
- Battery Pack - \$40.00
- Battery Charger - \$40.00
- USB Cable - \$5.00
- Manual \$5.00

**Nikon CoolPix 5400 Digital Camera**

- Camera - \$500.00
- Battery - \$50.00
- Battery Charger - \$45.00
- USB Cable - \$5.00
- Manual - \$5.00

**Nikon D40x**

- Camera- \$500.00
- Battery - \$40.00
- Battery Charger - \$40.00
- USB Cable - \$5.00
- Manual - \$5.00

By signing this form I agree to adhere to all the policies listed above including agreeing to pay all fines and fees incurred.

Print Name \_\_\_\_\_

ID Number \_\_\_\_\_

Email address \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_