

University of Nebraska-Lincoln Equipment User Agreement

(Revised 05/22/2015)

Please read the following information carefully before signing. This agreement must be signed and initialed before any equipment may be checked out to you. This agreement must be renewed annually. If you have questions please contact the ASKus, Love Library Link at 402-472-6039.

- Items will be checked out from and returned to ASKus Link location, on the second floor of love library south. Do NOT use the book drop boxes or user services desk when returning items.
- Must have current UNL ID card present to check out equipment.
- Library record must be in good standing to check out equipment. (No blocks on record, fines etc.)
- Borrowing is on a first-come-first-served basis.
- A student may only check out ONE still camera OR video camera at a time.
- All digital equipment may be borrowed for 3 days (72 hours). Portable hard drives check out for 7 days.
- No renewals allowed. When an item is returned, please wait 24 hours before checking out that specific item again.
- **Overdue fines are \$2 an hour**, with a maximum fine of \$10. Overdue notices are sent as a *courtesy* only.
- While equipment is in your possession, you are responsible for it at all times. You may not loan it to anyone else. DO NOT LEAVE EQUIPMENT UNATTENDED. If an item is not returned, you will be charged for the replacement.
- All equipment must be present to check in item. If any equipment is missing, the item will stay on your record until every piece is returned. PLEASE NOTE: Fines are not waived for overdue equipment caused by missing items.
- If items fall into MISSING STATUS:
 - A registered letter will be sent and police will assist in recovering equipment
 - You **will be banned** from digital equipment checkouts for **one full year**.
- If any equipment is damaged while in your possession, you will be responsible for the cost of the repairs, not to exceed the replacement cost of that item.
- Replacement costs vary according to type and model of hardware, and we reserve the right to purchase an equal or similar model in case of discontinuation.
- Equipment cannot be used in violation of the law or of the University of Nebraska-Lincoln policies.

I have read this entire document and my signature below indicates my agreement with the above statements.

X _____
(signature)

Date: ____ / ____ / ____

Last Name: _____
(Please Print)

First Name: _____
(Please Print)

UNL ID Number: _____

Phone: _____

Email Address: _____

Staff Use Only

Authorized to check out:

Digital Cameras

- ___ Canon Rebel
- ___ Canon Rebel T3i
- ___ Canon Rebel T5i
- ___ Canon Rebel Accessory Pack
- ___ Photo Accessory Bag

Digital Video Cameras

- ___ Canon GL2
- ___ Canon GL2 Accessory Pack
- ___ Canon XH A1 (High Def)
- ___ JVC Everio G
- ___ Panasonic GS120
- ___ Canon Vixia g10
- ___ Canon Vixia g30
- ___ Video Accessory Bag

___ GoPro Camera

Miscellaneous equipment

- ___ Audio Recorders
- ___ Cassette Player
- ___ Cassette Recorder
- ___ Hard Drives
- ___ Microphones
- ___ Projector
- ___ Projector Screen
- ___ Tripods
- ___ Monopod
- ___ Stabilizing Handle

Expires: ____ / ____ / ____

Staff Initials: _____