University of Nebraska-Lincoln Equipment User Agreement

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. 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 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 $1 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.**

• 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____________________________________  Date: _____/_____/_____
(Signature)

Last Name: ____________________________  First Name: ____________________________
(Please Print)  (Please Print)

College Major: _____________

UNL ID Number:_______________________  Phone: ________________________________

Email Address: _________________________________________________________________

____________________________________________________________________________

Staff Use Only
Authorized to check out:

Digital Cameras
____ EOS 7D Camera
____ Canon Rebel T6i
____ 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
____ VR Cart

Miscellaneous Equipment
____ Green Screen
____ Yeti Microphone
____ Headphones
____ Portable Blu-Ray Player
____ External DVD Drive
____ Canbor VR Headset
____ Multi Card Reader
____ Audio Recorders
____ Cassette Player
____ Cassette Recorder
____ Hard Drives
____ Microphones
____ Projector
____ 1 50” Projector Screen
____ 1 100” Projector Screen
____ Tripod
____ Monopod
____ Stabilizing Handle
____ GoPro Camera

Expires:_____/_____/_____

Staff Initials: _______