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 $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_________________________________________ 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: _______