



Date Borrowed:	Due Date:
Student Name:	Email:
Faculty Sponsor (for iPads and cameras):	Phone:

Equipment Type (note number of devices and serial numbers)

	Windows Laptop (available for students when a HP Program Laptop is sent out for repair)
	iPad (available for students who attend classes where iPads are required through the FIT grant)
	Digital Video Camera (available for students whose courses require the use of a camera)
	Video Production Camera (available to students taking video production courses)

Request Details

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Loan Guidelines

Borrower: Please read these guidelines and sign below to acknowledge.

- I agree to return equipment to the IT Service Desk by the due date, upon request or at semester end depending on the type of loan.
- I agree to install only licensed software on the loaned equipment.
- I am responsible for ensuring the equipment and that any files or programs that I may store on the loaned equipment are deleted before returning the equipment. I understand that files will not be retrievable after I return the equipment.
- I assume full responsibility for the equipment while it is loaned to me and will immediately report lost or stolen equipment to both the Campus Police and the IT Service Desk.

I agree to the loaner program guidelines stated above.

Signature	Date	Comments

I have completed the check-out: (to be completed by IT staff)

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Loan Equipment Checklist for IT Use Only

Service Desk Staff: Verify each item and initial the appropriate fields.

	Check-Out:	Check-In:
HP Laptop	<input type="checkbox"/>	<input type="checkbox"/>
Battery, Power Supply & Cable	<input type="checkbox"/>	<input type="checkbox"/>
Apple iPad	<input type="checkbox"/>	<input type="checkbox"/>
Loaner bag, cover and power supply	<input type="checkbox"/>	<input type="checkbox"/>
Camera Canon Vixia HF R400	<input type="checkbox"/>	<input type="checkbox"/>
Pearstone camera bag	<input type="checkbox"/>	<input type="checkbox"/>
2 Canon Batteries	<input type="checkbox"/>	<input type="checkbox"/>
1 Canon CA-110 AC Power adapter	<input type="checkbox"/>	<input type="checkbox"/>
1 Lavalier wired microphone with mini input	<input type="checkbox"/>	<input type="checkbox"/>
1 Quarter inch to mini adapter for lavalier	<input type="checkbox"/>	<input type="checkbox"/>
1 USB cable to mini-USB cable	<input type="checkbox"/>	<input type="checkbox"/>
1 Mini-HDMI to HDMI cable	<input type="checkbox"/>	<input type="checkbox"/>
Video Production Camera JVC GY-HM150U	<input type="checkbox"/>	<input type="checkbox"/>
1 Pearstone camera bag	<input type="checkbox"/>	<input type="checkbox"/>
1 2-Input microphone adapter with Microphone	<input type="checkbox"/>	<input type="checkbox"/>
1 JVC AA-VF8 Battery Charger (with ac cord)	<input type="checkbox"/>	<input type="checkbox"/>
1 JVC AP-V20M AC Camera Charger (with ac cord)	<input type="checkbox"/>	<input type="checkbox"/>
2 JVC BN-VF823U Camera Batteries (with protective covers)	<input type="checkbox"/>	<input type="checkbox"/>
1 HD7X46-EX11 Wide converter lens-with lens cover both side	<input type="checkbox"/>	<input type="checkbox"/>
1 Wide converter lens shield	<input type="checkbox"/>	<input type="checkbox"/>
1 Wide converter lens storage bag	<input type="checkbox"/>	<input type="checkbox"/>
1 Component Out cable	<input type="checkbox"/>	<input type="checkbox"/>
1 A/V Out cable	<input type="checkbox"/>	<input type="checkbox"/>
1 HD-300 Camcorder hood	<input type="checkbox"/>	<input type="checkbox"/>
1 JVC RM-V751U remote control	<input type="checkbox"/>	<input type="checkbox"/>
1 JVC recording software CD	<input type="checkbox"/>	<input type="checkbox"/>
1 Lens cleaning fabric	<input type="checkbox"/>	
Pearstone Tripod for the Production Camera	<input type="checkbox"/>	<input type="checkbox"/>

Help Desk Staff Initials: _____

Borrower's Initials: _____
