



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

Equipment Type

<input type="checkbox"/>	Windows Laptop (available for students when a HP Program Laptop is sent out for repair)
<input type="checkbox"/>	iPad (available for students who attend classes where iPads are required)
<input type="checkbox"/>	Digital Video Camera (available for students whose courses require the use of a camera)
<input type="checkbox"/>	Video Production Camera (available to students taking video production courses)

Request Details

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)

--	--	--

Loan Equipment Checklist for IT Use Only

Loaner #:	Track-It #:
------------------	--------------------

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 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"/>
1 16GB SD Card	<input type="checkbox"/>	<input type="checkbox"/>
Pearstone Tripod for the Production Camera	<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"/>	<input type="checkbox"/>
1 32GB SD Card	<input type="checkbox"/>	<input type="checkbox"/>
Pearstone Tripod for the Production Camera	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____

Help Desk Staff Initials: _____

Borrower's Initials: _____