Video Equipment Borrower’s Agreement

In signing this form I agree to use and return – under the terms listed below – any video equipment that I borrow from the Manchester Community College Library. I agree and/or acknowledge that:

- I will return equipment when it is due (by noon the next day*).
- I will return equipment in the same condition that I borrowed it.
- I will owe a late fee of $5.00 per day for each piece of equipment kept past the due date. All fines must be paid before I may borrow more equipment.
- I understand that I can expect the battery in the camera to need to be charged before use, and that I may not request a camera with a fully charged battery.
- I will be responsible for receiving training on equipment usage from my instructor.
- If the equipment is damaged, lost or stolen I will be assessed a replacement fee (listed below).
- Unpaid library fines, including those relating to damage, loss or theft will prevent me from registering for future Connecticut community college courses (and from graduating).
- Theft will be reported to the State Police and prosecuted accordingly.
- MCC has the right to deny access to this equipment at any time.

* Equipment is due by noon the next day, unless checked out on a Thursday or Friday, when it will be due by noon on the following Monday.

Replacement costs will be assessed should the equipment be deemed damaged (as determined by Albert Kim, Communications Department Co-Chair).

The following video equipment is available for loan:

- **Camera** $400.00
- **AC Adapter** Canon CA-110 $55.00
- **Battery** $50.00
- **Tripod** $100.00
- **Tripod Case** $25.00
- **Microphone** $50.00

Name (print): ____________________________________________________________

Signature: ________________________________________________________________

Professor: __________________________________________ Date: _________________