

Department Fine Arts University of New Orleans - Equipment Checkout Form

Student name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

Equipment Description:

Video camera | Digital Camera | Book/Magazine | Other

Model no. \_\_\_\_\_  
Serial no. \_\_\_\_\_ UNO #: \_\_\_\_\_

Additional items:

- Firewire / USB cable
  - RCA cable
  - Remote Control
  - Charger
  - Batteries regular extra long NiMH
  - 128MB Compact Flash Card
  - Manual
  - Bag
- Other: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_  
To be Returned: \_\_\_\_\_  
Date Returned: \_\_\_\_\_

I take full responsibility for this equipment. I will not leave it unattended, in direct sun, expose it to moisture, extreme changes in temperature, or other adverse conditions. As of checkout time, I have tested the equipment and it functions properly. I will return it in the same condition. I am not responsible for malfunctions beyond my control or attributed to normal wear and tear.

I also understand and agree that any portable equipment that I check out from the EiLAB is my responsibility and that I will pay all replacement/repair costs to equipment that was lost, stolen or damaged while the equipment was in my possession. This agreement is valid for the current academic semester.

Check Out /Student Signature \_\_\_\_\_

Check In /Student Signature \_\_\_\_\_

Check In /Area head, EiLab Director \_\_\_\_\_  
Return to Digital Media area head or EiLab Director, Dept Fine Arts UNO