

To Check Out Media Equipment

Media Services has the following equipment available for checkout:

Available to all students, faculty, & staff:

May be used for student projects, class assignments, & organization activities.

- Camcorder (VHS and Digital/Mini-DV)
- Overhead (transparency) projector
- Digital camera
- Slide projector
- Tripod
- Portable projection screen

Available only to K-State faculty & staff:

- TV/VCR Cart
- DVD Palmcorder
- Data projector

Procedure

To check out media equipment, please completely fill out the form at right and sign & date the agreement at the bottom.

An email request to media@sal.ksu.edu is an acceptable way to request or reserve equipment, and becomes an official *reservation* only when confirmed by Media Services staff. However, a filled-out and signed "Media Equipment Checkout" form (at right) is still required in order to take any equipment.

Media equipment may be checked out at the Media Studio in the Library from 8:00 am - 11:45 am and from 1:00 pm - 4:45 pm. Any checkouts outside of these times must be arranged in advance.

Recordable Media

If the equipment uses recordable media (Mini-DV tapes, mini-CDRW's, VHS tapes, etc.), user should provide their own media, which is generally available locally at Wal-Mart &/or Office Max. If Media Service's blank media is used, user will be charged actual cost of the recordable media (unless user dubs off and returns the media for re-use, in which case there is no charge). There is a duplication charge for Media Services to dub Mini-DV's to VHS or digital pic's or video to a CD-ROM.

Allowed Uses

Equipment checked out through Media Services is for university (academic) use only. Rental charges apply when the use is personal/non-university (see Media Services' *Schedule of Charges* for current pricing). If your intended use is personal &/or not university-related, please indicate so when making the reservation. Priority will always be given to campus and university uses.

Off-Campus Permission

Permission from your department head is required in order to take K-State property off-campus (obtain signature on form before checkout).

MEDIA EQUIPMENT CHECKOUT

K-State @ Salina - Media Services

113B Technology Center • 6-2628 • media@sal.ksu.edu

To check out media equipment, please fill out the following information completely and sign & date the agreement below.

Name: _____ Phone: _____

Campus Address: _____

Email/KSU eID: _____

When needed?: / / by : ^{am}/ ^{pm} Desired pick up: : ^{am}/ ^{pm}

When will it be returned?: / / by : ^{am}/ ^{pm}

Purpose/Use: _____

Equipment Requested:

(indicate manufacturer & model #, property #, &/or serial number in the space below the item).

- Data Projector VHS Camcorder TV/VCR Cart
- Overhead Proj. Digital Camcorder Digital Camera
- Slide Projector DVD Palmcorder Tripod
- Visual Presenter (Elmo) Portable projection screen
- Other: _____

I understand that the equipment I am checking out is the property of Kansas State University and that I am taking full responsibility for its care and safekeeping while it is checked out to me and will return it promptly upon request. I agree that I will be held responsible for repair and/or replacement in the event the equipment is lost, stolen, abused, or mishandled while in my possession.

Signature _____ Date: _____

Dept. Head approval _____ Date: _____
(if taking off-campus)

Returned: _____ (date) _____ (time) Verified by: _____
All components & cables returned? Yes No
In good condition? Note any exceptions below.