Tech Fee Media Library Usage Agreement

Name ___________________________________  EOU ID # ______________________________

EOU Email ___________________@eou.edu  Phone # _______________________

Professor Permission

This student has permission to check out equipment from the Tech Fee Media Library.

____________________________________________________
Faculty name and signature

User Responsibility

1. The user is responsible for charging the camera battery before use.
2. Equipment must be checked in and out by person who requests the item.
3. Damaged, lost or non-returned equipment will incur a repair or replacement fee.
4. Clients are responsible for the security and proper use of all associated equipment during usage.
5. Client is responsible for proper knowledge and practice for use of equipment.

Tech Fee Media Library equipment will only be used for purposes consistent with Tech Fee policies as stated in this Usage Agreement, the Tech Fee Media Library Policy, the Tech Fee Committee Charge and Standing Rule, Oregon University System Administrative rules, and Oregon state law.

By signing below I agree to the following terms:

• I have read and understand the Tech Fee Media Library Policy.
• I have been given permission to use the checkout equipment by the professor stated above.
• I have understood my responsibilities as the equipment user.
• I have been trained on any and all the equipment that I checkout through the Tech Fee Media Library.
• I agree to abide by the rules of the Tech Fee Media Library Usage Agreement.

The terms and my agreement to them will be for the entire 20__-20__ Academic year.

Student Signature: ________________________  Staff Signature: _________________________

Date: _________________________  Date: _________________________