

EOU Library Media Equipment Checkout & Usage Agreement

Name _____

ID Barcode # _____

EOU Email _____@eou.edu

Phone # _____

Professor Permission

I have permission to use any and all equipment that I check out. _____
Faculty Name / 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 these Guidelines, 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 Loan Library Checkout and Usage Student Guidelines.
- 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 Loan Library.
- I agree to abide by the rules of the Tech Fee Media Loan Library Equipment Usage Agreement.

The terms and my agreement to them will be for the entire 2020-21 Academic Calendar year.

Client Signature: _____

Staff Signature: _____

Date: _____

Date: _____