



# GGC Media Equipment Borrowing Agreement and Disclaimer

iPad or Laptop #

The following item/items are being borrowed by \_\_\_\_\_:

Print Name

The below listed equipment is in good working order, except as noted:

\_\_\_\_\_ Borrower's Initials

\_\_\_\_\_

Equipment Borrowed	Replacement Cost	Borrower's Initials	Returned Staff Initials	4 hour	7 day
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**iPad:**

- |  |       |       |       |                          |                          |
|--|-------|-------|-------|--------------------------|--------------------------|
| <input type="checkbox"/> iPad                | \$600 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Unicorn Beetle case | \$20  | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Cord and charger    | \$25  | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

**Laptop:**

- |   |         |       |       |                          |                          |
|---|---------|-------|-------|--------------------------|--------------------------|
| <input type="checkbox"/> Lenovo or Dell   | \$1,200 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Cord and charger | \$60    | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Bag              | \$20    | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

**Video Camera Kit:**

- |   |       |       |       |  |  |
|---|-------|-------|-------|--|--|
| <input type="checkbox"/> Video camera (total) | \$239 | _____ | _____ |  |  |
| <input type="checkbox"/> Battery only         | \$50  | _____ | _____ |  |  |
| <input type="checkbox"/> AC adaptor only      | \$80  | _____ | _____ |  |  |

**Still Digital Camera Kit:**

- |   |       |       |       |  |  |
|---|-------|-------|-------|--|--|
| <input type="checkbox"/> Still digital camera (total) | \$130 | _____ | _____ |  |  |
| <input type="checkbox"/> Memory card                  | \$20  | _____ | _____ |  |  |

**Microphones:**

- |   |      |       |       |  |  |
|---|------|-------|-------|--|--|
| <input type="checkbox"/> Hand-held microphone | \$80 | _____ | _____ |  |  |
| <input type="checkbox"/> Lavalier microphone  | \$40 | _____ | _____ |  |  |

**Additional Items:**

- |  |       |       |       |  |  |
|--|-------|-------|-------|--|--|
| <input type="checkbox"/> Firewire Cord | \$7   | _____ | _____ |  |  |
| <input type="checkbox"/> Tripod        | \$130 | _____ | _____ |  |  |

**Attention Library Staff: Please check for any missing pieces when the items are returned if anything is missing or damaged, get a supervisor.**

**Official Use Only**

Date/Time Returned: \_\_\_\_\_

Staff Name: \_\_\_\_\_