Student Equipment Loan Policy

Media Loan equipment is available for academic use (Credit generating academic work or sponsored campus activities.)

We want to make it easier for you to complete assignments that require access to digital recording equipment within a Film Degree course. The Center For Digital Arts maintains an inventory of audio and video recording devices and accessories that can be checked out and returned from the Tech Office. Please carefully review the policies below before requesting equipment.

1. Any student enrolled in a lab fee credit bearing Film related class will have access to Film Program Loan Equipment for the semester, which may be taken out of the building for shots and projects. Other non-film Digital Arts students may borrow equipment for short-term use, within the building, such as microphones and cameras. Other students fulfilling assigned course work or enrolled in an independent study course supervised by a CFDA or college faculty member will also have equipment access pending written authorization from the instructor.

2. Circulation intervals and details: Equipment must be picked up within 2 hours following the requested time or the reservation will be forfeited.

3. Reservations can be made up to 7 days in advance.

4. The maximum length of a loan is 48 hours.

5. Only five individual items may be checked out at one time.

6. Only one item of each type (i.e. HDV Camera Kit) may be checked out at one time.

7. Late returns are subject to a $10. per day fee to be charged to the student's Bursar bill.

8. At the time of check out, students will be required to sign a statement acknowledging receipt of all equipment and accessories, and the terms of the loan. Students are encouraged to verify equipment functionality before leaving the Tech Office Area. This includes the charge state of rechargeable batteries.

9. Students are responsible for providing at their own expense any consumable supplies, such as non-rechargeable batteries, tapes and flash memory cards.

10. Students are responsible for returning all items and are financially liable for any items not returned. Charges will be based on the replacement cost for missing equipment. Charges will be assessed through the student's Bursar bill.

11. Please direct questions to the tech office staff and report lost or damaged equipment to the Lab Manager 914-606-7304

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**CONTRACT CLAUSE FOR PROPERTY DAMAGED OR DESTROYED**

The risk of loss or damage of the equipment included in this loan, by fire or other cause, is assumed by the borrower, without any obligation on the part of lender (Westchester Community College). The lender shall have the option to request either repair or replacement.

The Borrower shall indemnify and save harmless Westchester Community College from and against all losses, claims, damages, and expenses, that result in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting there from and is caused in whole or in part by the loaned equipment.
Student Equipment Loan Form

Date of Equipment Loan: ______________ Expected Return Date: ______________

Name: ________________________________________________

Class Name: ____________________  Instructor Name: ___________________________

Address: ______________________________________________

Phone: ________________________________________________

Equipment Description and BARCODE NO.: See Attached Library Transaction List – Please list any additional items below.

1. _________________________________________________________
2. _________________________________________________________
3. _________________________________________________________

Westchester Community College is permitting a 48 HOUR loan of the above equipment to you.

☐ Equipment returned after the due date/time will result in charges to your bursar bill. Late returns are subject to a $10. per day fee charged to the student's Bursar bill.

☐ Students are responsible for returning all items and are financially liable for any items not returned. Charges will be based on the replacement cost for missing equipment. Charges will be assessed through the student’s Bursar bill.

CONTRACT CLAUSE FOR PROPERTY DAMAGED OR DESTROYED

The risk of loss or damage of the equipment included in this loan, by fire or other cause, is assumed by the borrower, without any obligation on the part of loaner (WCC). The loaner shall have the option to request either repair or replacement.

The Borrower shall indemnify and save harmless Westchester Community College from and against all losses, claims, damages, and expenses, that result in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting there from and is caused in whole or in part by the loaned equipment.

Borrower's Signature: _________________________________________

Staff Signature: ______________________________________________

Student Equipment Return Form

All equipment must be returned by the assigned due date and time, as written on the Checkout receipt. If parts are missing when the equipment is returned, you will have one week to return the missing items.

It is the user’s responsibility to confirm that all equipment has been returned to the Tech Office and is logged in.

(Please do not drop off equipment without getting this document signed below.)

LIST MISSING Equipment Description and BARCODE NO. Below:

1. _________________________________________________________
2. _________________________________________________________
3. _________________________________________________________
4. _________________________________________________________

Return Date: ________________________________

Borrower’s Signature: ____________________________________________________________________________

STAFF SIGNATURE: _____________________________________________________________________________