

### WCC Journalism Lab Borrower Agreement

Only students currently enrolled in a Windward Community College (WCC) journalism course AND who are certified on the equipment being requested may borrow equipment from the WCC Journalism Lab. Equipment is only available for use in WCC journalism courses or projects (and not for personal uses), unless otherwise approved by WCC journalism instructor Kimberlee Bassford.

When borrowing an equipment and/or any of its accessories, I understand and agree to the following:

1. I am solely responsible for the care, safekeeping and return of the equipment while it is checked out to me.
2. I will not leave the equipment unattended.
3. I will not loan the equipment to any other individual, regardless of his or her affiliation with WCC Journalism.
4. I affirm that I know how to operate the equipment I am borrowing.
5. I will not tamper with the equipment hardware or software. I will not get water, beverages, food or dirt on the equipment.
6. I will immediately report any loss, damage or malfunction of the equipment to WCC journalism instructor Kimberlee Bassford. I will not attempt to repair the equipment myself.
7. I understand that the equipment is only loaned to me for the period of time indicated below and will return the equipment, in the same condition as when it was checked out, on time and in person to WCC journalism instructor Kimberlee Bassford.
8. I recognize that WCC and its representatives are not responsible for any files, personal information or passwords that are left on the equipment. I understand that all data that was accessed or stored on the equipment will be erased once the equipment is returned.
9. I accept full financial responsibility for the equipment, including all of its accessories, while it is checked out to me. If it is lost or damaged while loaned to me, I understand that I will be held financially responsible for repair and/or replacement of the equipment (values included in table on reverse). I understand that failure to pay for repair or replacement of lost or damaged equipment in an expeditious manner can result in legal action, failing the class and referral to the Vice Chancellor for Student Affairs for investigation under the student conduct code. I understand that in some cases a hold will be placed on my account that will prevent me from registering or receiving transcripts until restitution is made.

I, the Borrower, have reviewed, understand, and agree to abide by these policies.

Name Print : \_\_\_\_\_ UH Username: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Course Number/Title: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

### WCC Journalism Lab Equipment List

	<b>Equipment</b>	<b>Quantity</b>	<b>Value</b>
Cameras	Sony X70 camera kit (includes camera, case, filter kit, cleaning cloth, two 64gb SDXC cards, two batteries, Manfrotto tripod and tripod case, Sony headphone and Transcend card reader)	4	2,674
	Sony FS5 camera kit (includes camera, case, filter kit, cleaning cloth, two 64gb SDXC cards, two batteries, Manfrotto tripod and tripod case, Sony headphone and Transcend card reader)	1	7,408
	DJI Osmo kit (includes camera, filter kit, cleaning cloth, two 64gb SDXC cards and two batteries)	1	757
	DJI Osmo car mount	1	75
	DJI Osmo universal mount	1	25
	DJI Osmo straight extension arm	1	25
	DJI Osmo extension stick	1	55
Lights	Ikan bi-color light kit	1	1075
	Lowel Tota/Omni light kit	1	899
	Lowel Rifa-Lite light kit	1	379
Audio	Sennheiser shotgun mic kit (includes microphone, boompole and bag)	5	640
	Sennheiser wireless mic system (includes microphone, transmitter, receiver and case)	6	595
	Sennheiser plug-on transmitter	2	200
	Rode VideoMicro compact mic (for Osmo)	1	55
	Azden field mixer with case and cables	2	843
Accessories	Extra Sony NP-FV70 battery for the X70	4	69
	Extra Sony SDXC 64gb memory card	8	43
	Extra Sony BP-U60 battery for the FS5	1	251
	Rain slicker for FS5	1	160