

# 2017-18 ITC Equipment Checkout Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Winthrop Email: \_\_\_\_\_ Winthrop ID Number \_\_\_\_\_

COE Faculty/Staff  COE Student  Date of Reservation: \_\_\_\_/\_\_\_\_/\_\_\_\_

All equipment to be used for business purposes only.

I understand that I am responsible for all equipment that is checked out in my name and fully understand and agree to adhere to the ITC equipment check out policies located on the ITC web site.

I understand these items are my responsibility. I share the responsibility with the ITC Student Workers to check these items before taking them from the ITC, before bringing them back to the ITC, and when I return them to the ITC to make sure nothing is missing or damaged. I can use the checklists below to make sure all items are returned and in good working order. I understand that all bags with many parts also have a laminated card that illustrates what those pieces look like to help me keep track of them and that this should also be returned with the equipment at check in.

**To Be Picked Up On:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature at check out: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To Be Returned On:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature at check in: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ITC Staff Only – Complete Below – be sure to include any extra cables or items**

EQUIPMENT TYPE AND QUANTITY	INVENTORY NUMBER (or list as non- inventory item)

Checked out by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ # of items \_\_\_\_\_

Checked in by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ # of items \_\_\_\_\_

**Overdue notice:**

2 days past due \_\_\_\_/\_\_\_\_/\_\_\_\_ 5 days past due \_\_\_\_/\_\_\_\_/\_\_\_\_ 10 days past due \_\_\_\_/\_\_\_\_/\_\_\_\_

Date billed to patron account:

Amount billed:

# 2017-18 ITC Equipment Checkout Form

## Laptop/Chromebook

Items	OUT	ITC	IN	ITC
Bag				
Laptop				
Power Cable				
Mouse (circle YES NO)				
All accounts are logged out of by patron				

## iPad

Items	OUT	ITC	IN	ITC
iPad				
Case				
USB cable				
Charging Block				
All accounts are logged out of by patron				

## Projector- HDMI, VGA, HDMI/VGA

Items	OUT	ITC	IN	ITC
Bag				
Projector				
Remote				
Power Cable				
VGA Cable				
HDMI Cable				

## Canon Vixia Camcorder

Items	OUT	ITC	IN	ITC
Camcorder is working				
Battery is in bag				
Battery is charged at least 90% or can film for more than 120 minutes				
USB Cable				
HDMI Cable				
Bag				
Power Charger				
SD Card- Circle Below <i>Belongs to Student</i> <i>Belongs to ITC</i>				
Video is recording as an MP4 file				
Video is recording at 4 Mbps				
Previous videos are removed from camera				

## Tripod

Items	OUT	ITC	IN	ITC
Tripod				
Bag				
Boot/ Mounting Plate				
Handle				
Knobs are working				

## Canon or Sony Microphone

Items	OUT	ITC	IN	ITC
Microphone				
Receiver				
Audio Cable				
Wind Screen				
Earbuds				
Bag				
Batteries working				
Rechargeable batteries				

## PETE Microphone Additional Items

Antenna				
Clip on Microphone				
Audio adapter				

## Audio Splitter

Items	OUT	ITC	IN	ITC
Splitter				
Audio Cable				
Bag				

## Swivl

Items	OUT	ITC	IN	ITC
Swivl is working				
Marker				
Audio Cable				
Power Charger				
Bag				
iPod Touch				
iPod charging cable				

## Acoustic Microphone

Items	OUT	ITC	IN	ITC
Microphone				
Short Audio Cable				
Long Audio Cable				
Bag				
Power cord				

## Other

Items	OUT	ITC	IN	ITC