

Center for the Study of Languages

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Camera Loan Policy

You must read and sign the following form before you are allowed to check out a camera from the CSL. This form must be filled out each quarter and will be kept on file at the CSL.

1. Only those students who are directed by instructors to do class homework or activities may borrow a camera.
2. The student who signs their name to a camera check-out is financially responsible for all damages and for returning the camera on time.
3. Camera users are required to watch the camera tutorial—it can be found at: <http://languages.uchicago.edu/about/cameratutorial.htm>
4. Cameras may only be checked out for 24 hours at a time. Students should allow 10 minutes during check-out and check-in to inventory camera items with a CSL staff member.
5. Late fees will accrue at the rate of \$5 per day over-due, and the instructor will be notified.

In case of non-repairable damage, charges to replace CSL equipment will be assigned as follows:

Microphone:	\$200
Lens Cap:	\$5
Lens Filter:	\$10
Memory Card:	\$25
Microphone-to-Camera Cable:	\$10
Headphones:	\$30
Battery:	\$45
Tripod:	\$130
Lens:	\$90

Any damage to the Docking Station, Power Cable, or USB cable will result in a penalty fee of \$80 representing the cost of a replacement battery charger (\$45) and an HDHC card reader (\$35). If the camera is lost or irreparably damaged, the cost of a new camera is \$600.

I, _____ agree to the above usage rules and am prepared to accept responsibility for reimbursing the CSL for any loss or damage to the equipment listed above. I will never leave the equipment unattended once I check it out.

Student Full Name

Student Signature

Date

Student Phone #

Student Email

Language Course

Instructor Full Name