



JMC Equipment Inventory

Check Out Date: _____

Type of Equipment: _____

Make: _____

Model: _____

Serial #: _____

SSU Decal #: _____

Other: _____

Return Date: _____

Borrower Information:

Please Print Clearly

Student's Name: _____

University Email Address: _____

Alternate Email Address: _____

SSU Student ID#: _____

Telephone Number: _____

Alternative Telephone Number: _____

Student Residential Hall Address: _____

Off Campus Street Address: _____

Date: _____

Instructor's Name: _____

Class Assignment: _____

Requirements:

- Must be a currently registered Savannah State University
- Must use the equipment to complete Journalism & Mass Communications course assignments.
- Must be in good standing with the University.
- Must have a current SSU ID Card.

Conditions of Use:

- Only **one camera and tripod** per person may be checked out at a time. JMC equipment is available on a first-come first-serve basis. Students may sign up on waiting list when all unavailable.
- Checkout and Return times are only available between the hours 8:00 a.m. to 5:00 p.m. Monday through Friday
- **Must be responsible for the safe and timely return of the borrowed JMC.**
- **The borrower who signed the Loan Agreement must be the one to return the borrowed equipment.**
- JMC **borrowing privileges** will be **suspended** for the remainder of **the academic year** if the borrowed JMC is not returned on time.
- JMC equipment returned late will be assessed the following late fees, plus an additional \$5 a day for every day it is late:
 - Digital Camera: \$100
 - Tablets: \$50
- Personal software may not be loaded onto the equipment.
- JMC students are responsible for providing batteries and SD storage cards for each device.
- Anything saved on a device will be erased.
- Borrower must abide by all university, state and federal policies and laws regarding the appropriate use of university network and computing resources.
- Any inappropriate material will be reported to the chair.

- When JMC equipment is issued, annotate any damage on the form and ensure that the JMC equipment is functioning properly.
- If equipment is stolen, notify the SSU Campus Police and the JMC Loaner Program staff so that a police/security report may be completed.
- **DO NOT** loan JMC equipment anyone else.
- SSU reserves the right to freeze the asset.

Student accepts full responsibility for the JMC equipment during loaner period. **Student will reimburse Savannah State University for the cost of repairing or replacing this equipment if it is damaged, lost, stolen or not returned while on loan.** Student understands that the replacement cost for this JMC equipment will be the **actual cost associated with replacing it at current prices for the same model** (or similar if same model is not available)

Student signature acknowledges the agreement was read and student understands conditions of Use listed above.

I acknowledge that I have read and understand the conditions of us listed above.

Print Borrower's Name:

Borrower's Signature:

Date:

Return Signature:

Date:

Received by:

Date: