Student Multimedia Lab (SML)
Moody Learning Center (MLC) 412
486-1352

Media Loan Authorization

To the Faculty

- The Student Multimedia Lab (SML) offers **free media equipment loans** to actively enrolled SAC students who meet eligibility requirements set forth by the Media Services Department's Media Equipment Student Loan Policy. A faculty member authorizes the student's use of the SML's equipment for academic purposes by signing this form. **The student, however, is ultimately responsible for all of the equipment included in the loan.**

To the Student (PLEASE READ CAREFULLY)

- I acknowledge that prior to using the SML's equipment, I must attend a training session on proper equipment operation offered by a SML staff member.
- I assume full responsibility for all **equipment** and any **software** included until said equipment is returned to the SML. In the event of theft, loss or damage, I am liable for all replacement costs, which may range from **$800 - $1200**.
- I am aware of the **LATE FEES** assessed according to the table below:

	Camcorder	Digital Camera	Laptop
Minimum Fee	$10.00 per day	$15.00 per day	$25.00 per day
Maximum Fee	$40.00	$60.00	$100.00

- I am aware that I must provide the SML with two forms of ID: a **SAC ID** and a valid **State ID** (the SML will make copies of both ID's and keep them on file).
- **By completing and returning this form, I acknowledge that I have read and understand the terms and conditions outlined on this form.**

Note: Media equipment loans are done on a first-come, first-served basis and may take some time to complete. Students are urged to plan accordingly.

Student Name _____ **SS#** _____

Student Signature _____

Telephone Numbers: (hm) _____ **(cell)** _____

***Faculty Signature** _____ **Ext** _____ **Date** _____

FOR OFFICE USE

STUDENT INFO VERFIED BY: _____ (INITIALS) _____ (DATE) COMMENTS:

MM Cart Training: _____ (Day) _____ (Date) _____ (Time) ATTENDED: yes___ no___

Updated 02/11/09