

<b>Check Out Date:</b> <b>Check Out Time:</b> <b>Prof:</b>
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Student Name: \_\_\_\_\_ Class: 109 216 233 349 359 429 Indep.Study/other

**Agreement for lending and borrowing equipment through the Media Center & the Theresa Lang Center for Producing – Marymount Manhattan College:**

*"I agree to return this equipment in good condition (clean, organized and working properly) by the check-in date. I agree to examine all equipment before removing it from the Media Center, and to inform the Media Center staff about any issues with it. I agree to inform the Media Center staff about any issues I encounter with the equipment during the time I have it in my possession. I understand that I will be held financially responsible for missing or broken equipment, to cover its repair or replacement and I have reviewed and understand the replacement and late fees detailed on the back of this agreement. I understand that I will be responsible for late returns and broken/missing equipment."*

Student signature \_\_\_\_\_ Date \_\_\_\_\_

<b>COMM 109: Sense and Medium</b> <input type="checkbox"/> Handy Zoom Audio Recorder <input type="checkbox"/> 4 GB SD card <input type="checkbox"/> 2 GB SD card <input type="checkbox"/> SD card reader <input type="checkbox"/> Mac (Isadora) laptops – sound <input type="checkbox"/> 16GB SD card
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<b>COMM 216: Digital Sound Workshop or COMM 349: Projects in Digital Sound</b> <input type="checkbox"/> Handy Zoom audio recorder <input type="checkbox"/> 4 GB SD card <input type="checkbox"/> 2 GB SD card <input type="checkbox"/> SD card reader <input type="checkbox"/> Mac (Isadora) laptops - sound
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<b>COMM 233: Video Workshop</b> <input type="checkbox"/> Canon HV30 camera <input type="checkbox"/> Manfrotto tripod <input type="checkbox"/> Tota 1 light kit <input type="checkbox"/> Flexfill light disc <input type="checkbox"/> battery <input type="checkbox"/> battery <input type="checkbox"/> Audio Technica (AT) lavalier wireless microphone <input type="checkbox"/> grip gloves <input type="checkbox"/> extension cord <input type="checkbox"/> Handy Zoom audio recorder <input type="checkbox"/> 4 GB SD card <input type="checkbox"/> 2 GB SD card <input type="checkbox"/> SD card reader
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<b>COMM 359: Themes in Video (Fiction, Poetic/Experimental, Web Video Activism)</b> <input type="checkbox"/> JVC camera <input type="checkbox"/> Sony wireless lavalier mic <input type="checkbox"/> Additional lav <input type="checkbox"/> 32 GB SD card <input type="checkbox"/> 32 GB SD card <input type="checkbox"/> SD card reader <input type="checkbox"/> Manfrotto tripod <input type="checkbox"/> Sennheiser shotgun mic <input type="checkbox"/> XLR cable <input type="checkbox"/> XLR to mini plug adapter <input type="checkbox"/> boom pole <input type="checkbox"/> floor stand <input type="checkbox"/> 3 point lighting kit (Tota, Omni, Pro) <input type="checkbox"/> tripod wheels <input type="checkbox"/> Tota 1 Light Kit <input type="checkbox"/> Flexfill light disc <input type="checkbox"/> grip gloves <input type="checkbox"/> extension cord <input type="checkbox"/> extension cord <input type="checkbox"/> Handy Zoom audio recorder <input type="checkbox"/> 4 GB SD card <input type="checkbox"/> 2 GB SD card
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<b>COMM 429: Advanced Video</b> <input type="checkbox"/> JVC camera <input type="checkbox"/> Sony wireless lavalier mic <input type="checkbox"/> Additional lav <input type="checkbox"/> 32 GB SD card <input type="checkbox"/> 32 GB SD card <input type="checkbox"/> SD card reader <input type="checkbox"/> Manfrotto tripod <input type="checkbox"/> Sennheiser shotgun mic <input type="checkbox"/> XLR cable <input type="checkbox"/> XLR to mini plug adapter <input type="checkbox"/> boom pole <input type="checkbox"/> floor stand <input type="checkbox"/> 3 point lighting kit (Tota, Omni, Pro) <input type="checkbox"/> tripod wheels <input type="checkbox"/> Tota 1 Light Kit <input type="checkbox"/> Flexfill light disc <input type="checkbox"/> grip gloves <input type="checkbox"/> extension cord <input type="checkbox"/> extension cord <input type="checkbox"/> Handy Zoom audio recorder <input type="checkbox"/> 4 GB SD card <input type="checkbox"/> 2 GB SD card
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<b>Other/Independent Study</b> with Instructor permission (signature here or attach email)  Equipment _____
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Late Fees for equipment : \$5 per item per day overdue

Replacement/Repair costs for equipment:

ITEM	COST	ITEM	COST
SD card (4gb) w/case	8	<b>Handy Zoom Kit</b>	
SD card (2gb) w/case	5	Handy Zoom Recorder with bag	299
SD card (8gb) w/case	10	Handy zoom hand stand	9
SD card (16gb) w/case	12	Handy Zoom studio headphones	57
SD card (32 gb) w/case	57	Handy Zoom windscreen	10
		Handy Zoom AC power	25
<b>HV 30 Camera Package</b>		Handy Zoom USB cable	4
HV 30 AC Adapter	13	Handy Zoom bag	28
HV 30 Battery	15	AA batteries	No charge
HV 30 Headphones	16	SD Card	See top of chart
HV 30 Camera	780	Zoom Repair	90
HV 30 Camera Bag	45		
HV 30 repair	300	<b>Microphones</b>	
		Audio Technica Lavalier Microphone pack w/bag	185
<b>Vixia HFS200 Camera</b>		AT Lavalier parts (each)	15 - 100
HFS 200 Camera	1060	9V battery	No charge
HFS 200 battery	15		
HFS 200 bag	45	Sennheiser Shotgun Mic	572
HFS 200 repair	TBD	Sennheiser shotgun foam cover	16
		Sennheiser XLR to mini cable	15
<b>Tripod Package</b>		Sennheiser mic case	31
Manfrotto Mounting Plate	24.50	XLR cable	25
Manfrotto Tripod Bag	40	AA batteries	No charge
Tripod	266	Boom pole	150
Manfrotto parts (knob, screws)	15		
		<b>JVC Package</b>	
<b>EDITING</b>		JVC Camera Package	2400
Firewire cable	17	JVC Camera	2000
SD card Reader	16	Portabrace bag	260
Studio Headphones	54	JVC battery	45
		JVC headphone	45
<b>Lighting/Grip</b>		Camera repair	TBD
Light stand	67	Lens cloth	No charge
Tota light bag	44		
Tota Light kit (w/o stand)	209	<b>Sony Lavalier Microphone</b>	
Tota power cable	32	Sony Lav Kit – Sony UWP-V1	569
Tota umbrella	20	Sony lav microphone only	200
Lowel Pro light with barn doors	174	Cable XLR to mini	35
Pro Light barn doors	34	Cable mini to mini	15
Omni light	269	Battery holder case	16
Omni power cable	32	Microphone foam cover OR Clip	5
Omni light barn doors	57	Attachment to camera	15
3 point light bag	78	Microphone foam cover OR Clip	5
c-47, blue gel, diffusion, black wrap	No charge		
Bulbs	No charge		
Flexfill	75		
Grip clip	5.50		
Grip gloves	22		
Extension cord	15		