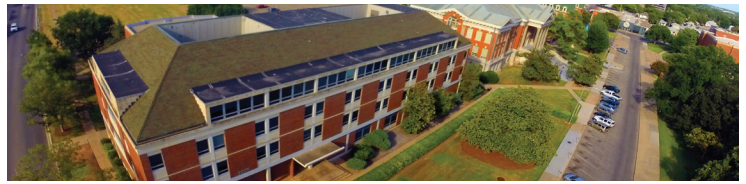


AUDIO/VISUAL STATEMENT OF RESPONSIBILITY



I have read this document and fully understand its terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the below statements.

Signature _____
Name (print) _____
Date _____
Current Local Address _____
City, State, Zip _____
Email _____
Cell Phone # _____
CWID _____

AUDIO/VISUAL LOAN PERIODS

- I understand all audio/visual equipment checked out at Spears School of Business has a check out period of 3 days (unless specified in writing by an authorized member of the Marketing & Communications team). Any equipment kept 3 days past the due date will be considered lost or stolen and I will be billed the full replacement cost plus a \$20 non-refundable processing fee.
- I will follow the policies and guidelines for usage in the Spears School of Business and understand that these rules are subject to change.

USE GUIDELINES

- I agree to adhere to the terms and conditions outlined in licensing agreements including but not limited to licensing grant restrictions, copyright restrictions and transfer restriction.
- I agree to adhere to use policies for uniform access computing as outlined by Oklahoma State University, the Spears School of Business and other Student Technology Fee Laboratory restrictions or requirements.
- I understand the memory card is erased after each use and anything I might save there will be erased. If I wish to save any data, it must be to my own card or computer.

LIABILITY

- I understand Oklahoma State University or the Spears School of Business is NOT responsible for loss of data or damage to files that may occur due to the use of the audio/visual equipment.
- I understand this agreement must be renewed each academic year and that a loss of privileges will occur for a failure to comply to these policies and guidelines.
- I am currently enrolled as a student of the Spears School of Business or currently employed as a Spears School faculty or staff member.

RESPONSIBILITY

- I understand the audio/visual equipment is my responsibility while it is checked out to me. I will take all reasonable precautions to protect it. If others use it while it is checked out to me and damage or loss occurs, I understand I will be held liable for any loss, damage or criminal acts that may occur.
- I agree I will be responsible for repair or replacement of the equipment and any accessories due to any loss, damage or theft. I understand the replacement cost of the equipment is based on current market price.
- I understand it is my responsibility to make arrangements with Oklahoma State University to pay any and all charges incurred as a result of improper use, loss or theft of the equipment. Failure to do so may result in an inability to register for classes or receive my diploma or transcripts.
- I understand if the equipment is stolen I must notify Spears School of Business marketing and communications personnel in Room 201L immediately and file a theft report with the Oklahoma State University Campus Police.
- I understand I am responsible for any/all fines incurred.

AUDIO/VISUAL DAMAGE RATES

- Replacement due to loss or damage (including failure to return the equipment) will be valued at current market price.
- Intentional vandalism (includes any scratches or marks on any part of the equipment) will be evaluated and appropriate charges will be incurred.

EQUIPMENT NEEDED

Digital Camera Package 1 - Includes Canon PowerShot SX20 IS camera and neck strap, Transcend 16GB SD memory card, wall-mount battery charger, Precision Design camera bag, IOGEAR card reader and USB cord.


Digital Camera Package 2 - Includes Nikon D70 camera and neck strap, Kingston 2GB compact flash memory card, Sigma Compact Hyperzoom 28-200mm lens, Bower SFD35N shoe mount flash, Nikon Li-ion Battery pack and wall charger, DIG Pak camera bag, D70 Quick Start Guide and user's manual, Digital Concepts compact flash reader.

Video Camera Package - Includes JVC Everio HDD camcorder, USB cord, AC adapter, lens filter, remote control, two battery packs, Lowepro camera bag, Bower SFD35N shoe mount flash, Nikon Li-ion Battery pack and wall charger, DIG Pak camera bag, D70 Quick Start Guide and user's manual, Digital Concepts compact flash reader.

GoPro Package - Includes GoPro Hero 3 Silver Edition, waterproof housing, quick release buckle attached to flat mount, rechargeable lithium-ion battery, USB charging cable, Transcend 16GB microSDHC card. GoPro # _____



SPEARS
SCHOOL OF BUSINESS

 **Get Help**
Call: 405-744-3201
Email: ssb.news@okstate.edu