



Authorization Form
Student Use of LTS Equipment
Learning & Technology Services
University of Wisconsin-Eau Claire

The below equipment is available to students for instructional use only. The equipment may be reserved in advance and kept for a maximum of 48 hours. Faculty approval is required.

PROCEDURE for Students to Borrow LTS Equipment

- 1 Print this form, complete it, and obtain faculty signature.
2. Bring the form to the LTS Equipment Desk located in the Help Desk area of OL1106. and reserve the equipment needed.
3. If needed, arrange for training on the equipment.
4. Pick up and return the equipment on the date(s) specified.
- 5 Equipment will not be checked out unless the form is signed and present.

Student

Name: _____ ID number: _____

Department _____

Course Number _____

Date and Time of Use: _____

Project Title: _____

Equipment Needed: Digital Camcorder Digital camera TV/DVD/VHS On a Cart
 Laptop computer Video/data projector Digital Audio Recorder
 Screens Amplivox Sound System

FINANCIAL RESPONSIBILITY

The student whose signature appears below agrees to accept complete financial responsibility for any damage to and/or loss of the equipment described herein until equipment is returned to Learning and Technology Services and checked in by LTS staff.

COPYRIGHT NOTICE

Any software received as part of this loan agreement, which includes information contained in any databases, is furnished under a license agreement or nondisclosure agreement and may be used or copied only in accordance with the terms of the agreement. It is against the law to copy the software except as specifically allowed in the license or nondisclosure agreement.

*I have read and agree to the policies and procedures as outlined.
I have approval from my instructor whose signature is below.*

Student's Signature: _____ **Date:** _____

Faculty Approval

_____ is using the above equipment for an assigned project.

Instructor Signature: _____ **Date:** _____

Print Name: _____