

# TV-18/Bethlehem

## Equipment Loans

451 Delaware Avenue  
Delmar, NY 12054

518-439-9314 option 6  
bethtv@uhls.lib.ny.us

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### Guidelines

#### 1. **borrowers**

- Borrowers must be at least 18 years of age. Valid photo ID is required.
- Borrowers must agree to only use the equipment to produce programming for TV-18.
- Borrowers must be trained by TV-18 staff in use of equipment, and repeat training if more than a year has elapsed since last use.
- Borrowers must read and sign the User Agreement.

#### 2. **equipment**

- one Panasonic Super VHS camera
- one Panasonic digital video camcorder, available to Bethlehem residents
- two tapes, which will remain the property of TV-18 – **users are not to use their own**
- one Bogen tripod

#### 3. **loan period**

- Monday - Friday: one 24-hour business day
- weekend: checkout on Friday and return on the following Monday

#### 4. **request/return protocol**

- The person requesting equipment must also be the one who picks up, uses and returns the equipment.
- Equipment may be requested no more than 60 days in advance.
- A borrower may have only two outstanding requests for equipment at a time.
- Loan and return appointments (plan on about 15 minutes) must be prearranged.
- Equipment must be returned to the TV-18 studio.

#### 5. **program copies**

- To get a copy of the program, producers must supply a new VHS tape labeled with their name and phone number and the name of the program.

#### 6. **cancellations**

- Call at least 24 hours in advance. This allows the equipment to be used by others.

## Equipment Loan

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

loan appointment: date \_\_\_\_\_ time \_\_\_\_\_ return appointment: date \_\_\_\_\_ time \_\_\_\_\_

Equipment	Check Out	Check In
Carrying case		
Panasonic digital video cam		
Panasonic SVHS camera		
AC adaptor		
Cables (2)		
Mini dv cassette (# )		
Videotapes (# )		
Digital video remote		
Digital video users' manual		
SVHS video users' manual		
Batteries (# )		
Bogen tripod		
Camera plate		
Photo ID _____		
<b>Staff Initials</b>		

I certify that:

- I have read this document and agree to abide by its contents.
- I am liable for loss, theft or damage to all equipment borrowed while it is in my possession.
- I understand that all equipment borrowed is solely for use in the production of TV-18/ Bethlehem programming.
- I agree to adhere to the library's Patron Conduct Policy (posted both in the library and on its website).

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**Signature**

**Date**