

Bethlehem Community Network Television (BCN-TV)

Equipment Loan GUIDELINES

451 Delaware Avenue
Delmar NY 12054

518-439-9314 option 6
bethtv@bethlehempubliibrary.org

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 BCN-TV.
- Borrowers must be trained by BCN-TV 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 and one Canon digital video camcorder, available to Bethlehem Central School District and town of Bethlehem residents
- two tapes, which will remain the property of BCN-TV – **borrowers 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 BCN-TV studio.

5. program copies

- To get a copy of the program, producers must supply a new DVD-R 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 borrowed by others.

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Equipment Loan

Name _____ Phone _____ Email _____

Address _____

loan appointment: date _____ time _____ **return appointment:** date _____ time _____

equipment	check out	check in
Carrying case		
Panasonic digital video cam		
Canon digital video cam		
AC adaptor		
Cables (2)		
Mini DV cassette (#)		
Digital video remote		
Digital video users' manual		
Batteries (#)		
Bogen tripod		
Camera plate		
Photo ID____		
Staff initials		

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 BCN-TV programming.
- I agree to adhere to the Patron Conduct Policy (posted in the library and at www.bethlehempubliibrary.org).

signature

date