

University of Texas at Dallas Eugene McDermott Library

DSLR Camera Agreement and Checkout Form

DSLR cameras may be checked out to current UT Dallas students, staff, and faculty for up to 7 days. They cannot be renewed or reserved, and library users can only check out one DSLR camera at a time.

You are checking out a DSLR camera along with the following accessories and pieces:

Item	Included at Checkout*	Included at Return**	Item	Included at Checkout*	Included at Return**
Camera body			EF 75-300mm Lens		
Neck strap			Lens cap		
Body cap			Lens dust cap		
SD Card			Camera bag		
Battery Charger			Strap		
Battery			USB cord		
EFS 18-55mm Lens			Basic Instruction Manual		
Lens cap			Lens Instruction booklet		
Lens dust cap					

*To be completed by library staff member at the time of checkout

** To be completed by library staff member when the item is returned

By signing this agreement, the undersigned agrees that:

- The camera will be returned to the Multimedia Services desk by the designated due date and time.
- Cameras cannot be placed in book drops.
- Failure to return a DSLR camera and its accessories on time will result in an overdue fine of \$1 per day.
- While the camera is checked out, the customer is financially responsible for the property.
- DSLR camera and camera accessories that are damaged, lost, or stolen while checked out may result in replacement costs of up to \$700 and a processing fee of \$25.
- A camera that hasn't been returned within 14 days of the due date it will be declared lost and the overdue fines and cost of replacement will be charged to your library account.
- Any camera malfunctions will be reported to library staff at the time the camera is returned.
- The camera was checked out from the library with the pieces checked off in the table above.

I have read and understand the DSLR camera checkout policy for the Eugene McDermott Library. I understand that I am financially responsible for any DSLR camera and DSLR camera accessories that I check out in the event of loss, theft, or damage. I agree to abide by these policies.

Print Name: _____ Date: _____

Signature: _____ NetID: _____

Staff Initial: _____

To be filled out by library staff upon return of the camera:

All items checked out present at return (y/n) _____ Items returned in good condition (y/n) _____

If item(s)/piece(s) were not returned, or were returned damaged, please describe in the space below:

Date: _____ Initial: _____