



# CEMI EQUIPMENT CHECKOUT POLICY

CEMI maintains equipment for specialized research projects in experimental music and intermedia. This includes video cameras, video projectors, microphones, microphone stands, portable recording equipment, laptop, audio interface, mixer, powered speakers, speaker stands, and other necessary support for recording, production, and performance of experimental music and intermedia.

These items may be loaned to students enrolled in courses in the Division of Composition Studies *for approved experimental music and intermedia projects*. They are *not* available for general checkout.

You are *required* to obtain the signed approval of your teacher or of the CEMI director in order to check out equipment.

CEMI equipment may normally be checked out for a maximum of 3 days. For complex or extended projects, equipment may be made available for a full week. Longer checkouts may only be made in consultation and with approval of the CEMI director.

**CEMI staff will test all equipment before lending it. You are responsible for returning equipment in the condition in which it was borrowed. You will be responsible for the cost of repair or replacement of damaged or lost equipment.**

**Late return of equipment will incur a \$25 fine. No equipment may be checked out until this is paid.**

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## HOW TO CHECK OUT CEMI EQUIPMENT:

1. **Fill out a CEMI equipment checkout form** (on the CEMI office door, MU 2001). Make sure to provide contact information and a *realistic* but *reasonable* date of return (see above).
2. **Take your form to the CEMI office** during office hours (posted on the door).
3. **Make an appointment** to pick up equipment (unless the equipment you're borrowing is small, simple, and easy to find – in which case you might get it on the spot!).
4. **Take careful inventory** of the equipment you borrow – make sure it's everything you need and it's all there.
5. **Return the equipment on time and in good condition. You are financially responsible** for the equipment you borrow from CEMI. The next person who needs such equipment should have the same opportunity that you did!
6. **Sign the equipment back in** on the same form you used to sign it out. That's how you can be certain everybody in CEMI knows you returned the equipment.

# CEMI EQUIPMENT CHECKOUT-FORM

## PERSONAL INFORMATION

NAME: \_\_\_\_\_ DEGREE / YEAR LEVEL \_\_\_\_\_

PHONE: MAIN (\_\_\_\_\_) \_\_\_\_\_ OTHER (\_\_\_\_\_) \_\_\_\_\_

EMAIL: UNT \_\_\_\_\_ OTHER \_\_\_\_\_

SEMESTER: \_\_\_\_\_ COMP TEACHER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

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## EQUIPMENT REQUESTED

NEEDED UNTIL (DATE): \_\_\_\_\_

<u>Description</u>	<u>Serial Nr.</u>	<u>UNT Tag-Nr.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(...use additional sheets if necessary)

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**CHECKOUT DATE:** \_\_\_\_\_

TEACHER APPROVAL

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CEMI SIGNATURE: EQUIPMENT DELIVERED**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BORROWER SIGNATURE: EQUIPMENT RECEIVED**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RETURN DATE:** \_\_\_\_\_

**BORROWER SIGNATURE: EQUIPMENT RETURNED**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CEMI SIGNATURE: EQUIPMENT RECEIVED**

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_