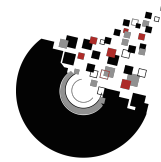


VC-CHECKLIST



Worker-out _____ @ _____ Date Out

Worker-in _____ @ _____ Date Returned

PATRON HAS A 'PATRON AGREEMENT FORM' ON FILE

DUE _____ @ _____	
Print _____	Signature _____
(____) - _____	_____
Contact #	CWID
<p>I have read The Sanford Media Center Policies and Procedures and by signing this form, I take full responsibility for this equipment. I agree to pay any late fees or fines for any loss or repair due to damages that may occur in my care. My signature guarantees that I am checking this out for personal use.</p>	

Videocamera (VC 4 5 6 7 8 9 10 11 12):

out in

- Camera
- Lens Cap (*NOT VC 4 or 5*)
- Battery: CGR-DU06___/ CGA-DU12___/ CGA-DU21___/
- Remote
- (1) A/V cable (yellow, red, white RCA plugs & s-video) YRW
- (1) USB cable (Reg to Mini)
- Radio Shack hand-held microphone (*VC4 & VC5 only*)
- Radio Shack microphone case (*VC4 & VC5 only*)

AC adapter cables

- (1) cable plugs into wall
- (1) cable plugs into the camera
- (1) adapter box-connects them both
- OPTIONAL: manual (make a note in reservation book if they take the manual)
- Fully Functional (on/off; LCD works; cartridge opens; buttons; wires ok; scratches; PLACE IN NOTES)**

NOTES OUT:
NOTES IN:



IF ANY ITEM IS MISSING OR NOT WORKING, IT SHOULD NOT BE CHECKED IN/OUT WITHOUT A SUPERVISOR'S APPROVAL.