

Columbia College – Student Liability Agreement – Audiovisual Resources

Columbia College Library loans equipment to support learning by students at the College. The College's policies are outlined in our "Columbia College Audio-Visual Equipment Loan and Use Policies" document. The purpose of these policies is to provide equitable access to the equipment for curriculum use, to maximize availability of the equipment, and to minimize damage to the equipment as well as inconvenience to users.

Borrower's responsibilities

- To ensure that all the equipment is complete and working before leaving the Library
- To use the equipment at their own risk; the Library takes no responsibility for student work or materials damaged due to faulty equipment
- To ensure that they have sufficient training and knowledge to correctly operate the equipment borrowed
- To use the equipment carefully and to minimize wear and tear
- To notify a Library staff member immediately if the equipment is not working properly
- To ensure that all equipment is returned on time and to pay any assessed late fees, if required. Check your receipt or online library record for due dates and times.

By signing below, I hereby indicate that I have read and am familiar with Columbia College's Audio-Visual Equipment Loan and Use Policies, and I agree to abide by the terms specified therein. By signing this document, I assume full responsibility for the replacement or repair value for equipment loaned to me which becomes damaged, lost, or stolen while in my possession. I also agree to inspect all equipment signed out to me before leaving the Library to ensure it is in working order, and notify Library staff of any damage or missing parts (otherwise I may be held responsible for damage or loss caused by a previous borrower). This includes loss or damage to any small parts (lens caps, adaptors, clips, bags, rain screens, batteries, etc.) that are included in with items that are signed out to me.

I also agree that late returns or borrowed A/V equipment may result in fines placed on my Library account. I have read the Schedule of "Loan Periods and Fines" for A/V Equipment at Columbia College, and, in the event I incur them, I agree to pay these fines in accordance with Columbia College Library's policies on Library fines.

I also agree that my use of A/V Lab facilities is subject to the same terms of Liability agreed to here. That is, use of equipment stored in the Room 360 cabinet (as well as any equipment stored in the Library Lab room) entails that I return any equipment used to the cabinet (re-packaged neatly, with cords and twist ties attached as applicable) after I am done with it. I further understand that room bookings are logged, and equipment is inspected regularly for damage or missing parts. I assume full responsibility for damage and/or loss of equipment that belongs to the College during the times I have booked (or am otherwise in) the Lab rooms.

I also agree to take responsibility for backing up my own media and working files that I use on Columbia College's A/V computers. I agree to release Columbia College and its employees of any liability for the secure storage of data and/or creative work that I produce using its facilities.

Student Name (Print legibly): _____

Columbia College Student ID: _____

Student signature: _____

Parent or legal guardian name
(if student is under 19 years of age – print legibly): _____

Parent or legal guardian signature
(if student is under 19 years of age): _____

Date: _____