

TYLER PHOTOGRAPHY EQUIPMENT CHECKOUT POLICIES AND PROCEDURES

Revised 01/05/2016

You must be currently enrolled in class in the Photography area to check out equipment.

A copy of your student ID and a signed [Tyler Photography Insurance Information and Agreement](#) form is required. The insurance requirements for specific items can be found on the [Equipment Checkout List](#).

If any school equipment that is checked out is lost, damaged, or stolen, the student is responsible for the replacement cost of the item(s). If necessary, the Office of Risk management may link to a Temple Student Account for cost recovery. In general, we recommend that ALL students purchase an insurance policy of some kind.

You are required to fill out a reservation form (below) and be trained and approved by an instructor. You may not reserve equipment for consecutive sessions. If, upon return, no one else has reserved the same equipment, you may check it out for a second time. Students must follow the [Return / Sign Out](#) schedule.

Classes have priority for equipment use and availability is not guaranteed. We reserve the right to limit the total amount of equipment signed out. Some specialized equipment is only available for studio or on-campus use.

Return

Monday, Wednesday, and Friday **10am – 10:30 am**

If you are late returning equipment, or only return partial equipment, you may lose checkout privileges. Lost or damaged equipment may incur charges.

Sign Out

Monday, Wednesday, and Friday **10:30 am – 12:30 pm ONLY**

If you are late picking up equipment and do not notify us (please call 215-777-9226) equipment may be signed out to someone else.

INSURANCE REQUIRED = ■

INSURANCE RECOMMENDED = ▲

INSURANCE NOT REQUIRED = ●

NAME:				Sign Out Date:	Priority:			
EQUIPMENT	#	✓	\$	EQUIPMENT	#	✓	\$	
Mamiya 645 / 645 AF			▲	Tripod			●	
Canon 5D Mark III			■	View Camera			▲	
Nikon D800			■	Halogen display lights for exhibitions			●	
Mamiya 7II			▲	Backdrop			●	
Canon Rebel			●	Sync			●	
Nikon D100			●	Stand			●	
Nikon D300			▲	Dynalite Kit			●	
Nikon D80			●	Hot Lights			▲	
Nikon D40			●	Changing Bag			●	
Nikon Flash			●	Soft Box			●	
Alien Bee 800 + stand/umbrella			●	Reflector			●	
GoPro Hero4 Black			▲	Grids			●	
Sony A7 A7R A7S			■	Other				