



Camera and Equipment Checkout //

Ensuring the proper maintenance of photographic equipment starts with an organized system to know where the equipment is, who is using it and who had it last. A check-out procedure helps students take responsibility for keeping track of equipment and to understand the cost to replace equipment.

How to make a check-out system work:

Get parent approval for the letter, and make sure you have administrative support as well.

Then just do the following:

1. Make sure you have a complete list of all serial numbers of equipment you own. This means camera bodies, the lenses, electronic flash, etc.
2. Have a simple form that lets you list what a student is borrowing that itemizes the items. I always listed the last four digits of the serial numbers on the form next to each item they were checking out.
3. Have the student sign the form that they are taking out the items marked on the form.
4. Keep this form on file until they return the equipment and then mark off each item that was returned. This will even let you keep track of storage cards for digital cameras, lens caps, and everything else that is going out.

The key to making this work is that you will probably have to handle this check out and check in process yourself. If you want to be able to enforce your rules, putting it in the hands of a student may not be the best way to stand up to parents that want to fight the rules. I used this method for checking equipment in and out to 140 students or more and it worked very well.

Mark Murray, Executive Director,
Association of Texas Photography Instructors

Equipment Checkout Contract

I agree to assume financial responsibility for the equipment my son/daughter has checked out. I will pay for any repairs needed, due to negligence, when the equipment is in my son or daughter's control. I also agree to pay for, or replace with comparable equipment, any items lost or stolen while in my child's care. I understand that my son or daughter's grades, transcript and diploma will be held until this debt is paid.

Signature:

Date:

There's more! Another sample contract is on the next page.





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 Rob Melton, Benson Polytechnic High School, Portland, Ore.

Use this sample contract as a basis for your own equipment checkout contract. This model has the added benefit of instructing students about proper care and handling of the equipment as well as a reminder of the consequences for misuse or negligence.

Be sure to inform the school administration of your contract, so you can have the penalties enforced in the event that equipment is not returned or comes back damaged.

EQUIPMENT CHECKOUT CONTRACT

1. You accept full responsibility for the safe and speedy return of the equipment.
2. Equipment must be returned in the same condition it was in when you checked out. All equipment will be in good working order when you check it out.
3. All equipment must be signed out by Mr. Melton and must be checked back in to Mr. Melton. This Equipment Checkout Contract Form must be used for each piece of equipment borrowed, and must be signed by the person taking responsibility for the equipment.
4. You must know how to use the camera or other piece of equipment you are checking out. A competency test may be required for the camera.
5. All camera neck straps must be used to prevent dropping the equipment. Never carry a camera without the neck strap being around your neck. Repair bills on dropped or bumped cameras are usually over \$300 and you are responsible for any damage to the camera while in your possession.
6. Never attempt to repair equipment yourself and never remove any parts.
7. Never use force to turn or wind any part on a camera; any amount of force will probably seriously damage internal parts.
8. Do not get water, beverages, dirt, or your lunch on the camera. Always replace the lens cover when not in use. Sea water is particularly bad for camera equipment; do not take any school camera equipment to the beach without specific permission.
9. Do not lend any of the camera equipment to anyone else; it is checked out only to you.
10. Do not use the self-timers on the cameras without special permission. Incorrect use of the self-timer often results in a jammed shutter.
11. Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers or automobiles; if you lose it, you buy it.
12. Cameras and other equipment are checked out on a daily basis. You must return it on the following school day before school. If you are ill or not coming to school on the day the equipment is to be returned, it is still your responsibility to get it back on time.

If you cannot follow the terms of this contract, do not check out the equipment. If you violate the terms of this contract, you will lose the privilege of checking out equipment. Unauthorized use of equipment will be treated as theft and violators will be turned over to school authorities.

**EQUIPMENT CHECKOUT CONTRACT FORM
 BENSON POLYTECHNIC HIGH SCHOOL - ROOM G201**

NAME _____

DATE _____

TEACHER _____ PERIOD _____

DESCRIPTION _____

DUE DATE _____

I TAKE RESPONSIBILITY FOR THE SAFE RETURN OF THIS EQUIPMENT ON THE FOLLOWING SCHOOL DAY.

SIGNATURE _____

DATE _____



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<http://studentpress.org/nspa/wheel>

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