



## Chester County Library Studio Equipment Usage Guidelines

The Chester County Library (CCL) Studio Equipment is available to valid Chester County Library System card holders with library accounts in good standing who have completed the Studio Equipment orientation. To register for the orientation, please visit [www.chescolibraries.org](http://www.chescolibraries.org) or contact the John W. Jacobs Technology Center (JTC) at 610.280.2666.

Reservations are on a first come, first served basis, and patrons may only make one reservation per day. Cancellations should be done at least 24 hours in advance online or by calling the JTC.

*Guidelines:*

- Studio equipment must be used in the Struble Room only.
- Patrons are responsible to provide their own SD memory card. The JTC does not provide file storage.
- Damage to Studio Equipment is a violation of the Chester County Library Technology Equipment Usage Policy and the Chester County Library System Electronic Resource Guidelines. Damage to Studio Equipment and its peripherals due to negligence may result in suspension of library borrowing privileges.

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I, (please print) \_\_\_\_\_ have read and understand the above guidelines. My signature below indicates that I accept all responsibility for any loss or damage to the equipment for which I am granted usage. (For group reservations, one person must sign and be responsible for the Studio Equipment)

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Valid email account

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

**Studio Equipment Check List**

-----JTC Staff Use Only-----

*Before Use:*

We have inspected the equipment and agree there is no damage for which the patron should be liable.

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
JTC Staff Signature

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Date

*After use:*

We have inspected the equipment and agree there is no damage for which the patron should be liable.

\_\_\_\_\_  
Patron Signature

\_\_\_\_\_  
JTC Staff Signature

\_\_\_\_\_  
Date

<b>Before Use</b>		<b>After Use</b>	
Camera Body	<input type="checkbox"/>	Camera Body	<input type="checkbox"/>
Camera Lens	<input type="checkbox"/>	Camera Lens	<input type="checkbox"/>
Camera View Screen	<input type="checkbox"/>	Camera view screen	<input type="checkbox"/>
Camera Tripod	<input type="checkbox"/>	Tripod	<input type="checkbox"/>
Light tripod 1	<input type="checkbox"/>	Light tripod 1	<input type="checkbox"/>
Light reflector 1	<input type="checkbox"/>	Light reflector 1	<input type="checkbox"/>
Light tripod 2	<input type="checkbox"/>	Light tripod 2	<input type="checkbox"/>
Light reflector 2	<input type="checkbox"/>	Light reflector 2	<input type="checkbox"/>
Green Screen	<input type="checkbox"/>	Green Screen	<input type="checkbox"/>
Green Screen Drapery	<input type="checkbox"/>	Green Screen Drapery	<input type="checkbox"/>