

## Summit County Library South Branch Video Editing Equipment

The library offers the following equipment for your use:

- iMac computer loaded with the following software
  - OS X Yosemite
  - Final Cut Pro X (Including Motion 5 and Compressor 4)
  - Aperture 3.6 (Photo Editing)
- DVD Video Recorder/Video Cassette Recorder with Remote (Toshiba DVR620 )
- Canon XA10 HD video camera
- Samson UMI 77 Wireless Microphone System for Video
- Audio-Technica ATH-M40fs Professional Studio Headphones
- LG Slim Portable DVD Writer
- Manfrotto MVH500A Fluid Drag Tripod
- Impact 3 Light Green Screen Kit
- 3 Impact Qualite Tungsten Floodlights with tripods and accessories

### Loan Periods and Use Procedures

- Video Editing equipment can be reserved up to two weeks before and for up to four hours at a time. Equipment may be used longer if there are no other reservations. A study room can be reserved at the same time. Call the library at (970) 453-3544 to reserve. If a larger room is needed for filming, the library also offers meeting rooms. Meeting rooms require a separate application process and should be reserved as far in advance as possible.
- Video Editing equipment is for **in-library use** only. (No coffee shop or outside reading deck use with the exception of the video camera & tripod which can be used on the reading deck for outdoor footage)
- You must have a Summit County Public Library card in good standing to use the Video Editing Equipment.
- You must read, understand and sign the Summit County Library Video Editing Equipment Use Agreement to use the equipment. (*Note: If only the iMac is needed, it can be checked out without an agreement*)
- Minors (Patrons under age 18) may use their Youth Card to use the Video Editing Equipment provided the Guardian whose card they are connected to has an agreement on file giving that child permission.
- Library staff reserves the right to change these guidelines and/or revoke permission as needed.
- You are responsible for providing your own devices for saving your work.
- Video editing equipment cannot be loaned to anyone but the card holder with valid photo ID.
- A basic knowledge of how to use all equipment is recommended. Staff can only provide simple instructions and assistance.
- All software and equipment is subject to being wiped clean after use.
- The library cannot guarantee that work done using the video editing equipment can be kept private.

## Summit County Library Video Editing Equipment Use Agreement

To use the Video Editing Equipment, I agree to and understand the following:

- To present my own valid Summit County Public Library card in good standing and a photo ID
- To keep the equipment in my immediate possession at all times. I understand that I am responsible for the replacement cost of any and all equipment that is lost or damaged during my use. The cost to replace all equipment is over \$6000.
- To return the equipment to a staff member by the time it is due. I understand that a library staff member has to inspect the equipment to make sure it is in the same condition as when I borrowed it. I will allow time before I need to leave so that this inspection will not be rushed. This must be done at least 15 minutes prior to closing. Failure to return items on time may result in revocation of borrowing privileges.
- To only use all equipment inside the Library. The exception is the video camera, tripod, lights and green screen equipment which can be used on the reading deck for outdoor shots. If I remove any equipment from the library, I understand that such action will be considered theft and I will be charged the cost of replacement, and the police will be notified.
- To visually inspect the equipment and bring any damages to the attention of the staff person checking it out to me. I will return it in the same condition as it was when I borrowed it. I will pay whatever it costs the Summit County Public Library to repair any damage that happens during my use.
- I understand that I am responsible for saving any projects I am working on or have completed onto an external device that I provide. All software and equipment is subject to being wiped clean after use.
- I understand that the library cannot guarantee that work I do on the equipment will be kept private.
- I must keep all food and drink away from the equipment.
- Library staff reserves the right to change these guidelines and/or revoke permission to as needed.
- The following minor(s) can present their Youth Card to use the video editing equipment when I am not present and agree to be responsible for any damage or loss that occurs during that loan: \_\_\_\_\_

Name: \_\_\_\_\_ (print full name)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State \_\_\_\_\_ Library Card #: \_\_\_\_\_