

# BALLSTON SPA HIGH SCHOOL LIBRARY

## RECORDING EQUIPMENT LENDING POLICY

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As a student of Ballston Spa High School, I \_\_\_\_\_  
*printed student name*  
agree to the following term, conditions and policies regarding the borrowed recording equipment  
as outlined and identified below for the 2011-2012 school year.

1. Student has been given permission from his or her parent or guardian to borrow recording equipment and the parent / guardian signifies awareness of the terms of this agreement by printing their name and signing in the spaces below.
2. Student is in good standing with regard to library resources and does not have any overdue library items on his or her student account.
3. The student is aware that they are solely responsible for the safe, responsible use and return of the stated equipment and any recorded materials. Recorded materials will be used only under the terms outlined in the *Recording Equipment - Intended Use Form*. Deviation from the intended use of recorded materials will result in disciplinary action.
4. The student will, prior to use of the recording equipment:
  - i. Complete the *Recording Equipment - Intended Use Form* (to be completed and signed by teacher and student)
  - ii. Seek approval from any third party (person, place, business, etc) to be recorded by the equipment.
  - iii. Inform such third party of the intended use of the recorded material as outlined by the teacher on the *Recording Equipment - Intended Use Form*.
5. In the event the recording equipment is damaged, lost, stolen, not returned, or is rendered inoperable due to mistreatment, or irresponsible use, above and beyond that of the normal wear and tear, the student will then be responsible for the full replacement value of the equipment and shall reimburse the school district within 30 days of the return date listed on the *Recording Equipment - Intended Use Form*.
6. This agreement shall remain on file in the High School library for the 2011-2012 school year and used in accordance with each *Recording Equipment - Intended Use Form* signed by the student and associated teacher.

\_\_\_\_\_  
*printed High School Librarian*

\_\_\_\_\_  
*signature of High School Librarian*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*printed parent / guardian name*

\_\_\_\_\_  
*signature of parent / guardian*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*signature of student*

\_\_\_\_\_  
*date*

# BALLSTON SPA HIGH SCHOOL LIBRARY

## RECORDING EQUIPMENT

## INTENDED USE FORM

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As a student of Ballston Spa High School, I \_\_\_\_\_  
*printed student name*  
agree to borrow the \_\_\_\_\_ under the following terms  
& conditions: *equipment description*

1. The above named student has permission from \_\_\_\_\_  
*printed name of teacher*  
for the sole intended use of the equipment as described here:

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2. Student has been given permission from his or her parent / guardian to borrow the recording equipment under the terms of the *Recording Equipment Lending Policy*.

3. Equipment will be borrowed \_\_\_\_\_, and returned by \_\_\_\_\_  
*date* *date*

\_\_\_\_\_  
*signature of teacher* *date*

\_\_\_\_\_  
*signature of student* *date*