

DKU Media Arts Cage (IB1033A)

Cage Hour will be announced through Media Cage Sakai and Website Page for latest information
Media Arts Lab website: ah.dukekunshan.edu.cn/cage

Policies & Checkout Conditions

Failure to comply with any of the following will result in immediate revocation of equipment usage rights.

- Equipment may be borrowed by all DKU students and faculty.
- Equipment must be checked out and returned during regular cage hours.
- Equipment can be checked out for 24-48 hours. **Notice:** Equipment checked out on Thursday or Friday is due back on next Monday.
- **Return equipment on time! Failure to do so will result in a strike.** If two strikes are incurred, your checkout privileges will be revoked. No exceptions.
- Normally, one person may only check out one type of equipment at one time (e.g., you cannot check out two cameras at the same time), unless given special permission from the equipment cage.
- Borrowers are responsible for the equipment while it is in their possession. Students are obligated to pay for lost and broken equipment.
- Please immediately notify cage personnel *in writing* if you notice any problems with equipment while it is in your care.
- All camera neck/wrist straps must be used at all times to prevent dropping the equipment.
- Never use force to turn or wind any part on a camera. Always keep the lens cap on when not in use.
- All equipment will be verified to be in good working order upon checkout. Equipment must be returned in the same condition it was when checked out. The students must be present when equipment is inspected prior to being released to them.
- Do not let anyone else use the equipment other than you. You are responsible for any damage, regardless of who does it.
- If your equipment gets damaged or missing while you have checked it out, PLEASE notify the cage manager *in writing* so that it can be quickly fixed. Honesty and responsibility are greatly appreciated.
- Camera must be in your immediate possession at all times. **Do not leave equipment in classrooms or any public place!** If it gets lost or damaged, it is your problem. It will consider as a strike if we observe the listed action.
- Unauthorized use of equipment will be treated as theft and violators will be turned over to school authorities.
- **If two violations are incurred. You will immediately lose your check out privilege** (Re-instatement will require a meeting with the division chair, the student's academic advisor, and the cage manager to determine eligibility for re-instatement.)

Under no circumstances may students ignore official rules and requirements, as this is a breach of the Duke Kunshan University Community Standard. Students who ignore official rules and requirements will at the least have their registration for the next academic term blocked by the Dean of Undergraduate Studies until after the close of the last window of that registration period. They could also be subject to involuntary leave of absence or suspension for a period of two terms and/or other possible disciplinary action.

All those who borrow equipment from the cage must agree to abide by the policies and checkout conditions.

Signature _____

**Duke Kunshan University
Media Arts Cage**

Equipment Checkout Contract

All those who borrow equipment from the Media Arts Cage must sign the following agreement. Please fill the information in this page if you are checking out the equipment for the first time.

- I agree that I am responsible for the equipment while it is in my possession.
- I accept full responsibility for the safe and speedy return of the equipment.
- I accept full responsibility for the replacement and /or repair of any equipment that might be damaged, lost, or stolen.
- I understand that a fair estimate for any repairs will be given by an authorized camera repair and/or dealership and these repairs will be paid by myself.
- In the event of damage or malfunction, I shall inform the cage in writing, immediately.
- I agree not to take equipment outside Kunshan, Suzhou, or Shanghai unless given special permission from the equipment cage.

If you cannot follow these terms or will not be able to afford to repair or replace the equipment, don't check it out. If you violate the terms of this contract, you will lose the privilege of checking out equipment.

I, the undersigned, agree to the above terms for use and checkout of the equipment.

Print Name _____ Net ID _____

Signature _____ Date _____