

# Borrowers Agreement for Alden Library Media Recording Kits

**BORROWER NAME:**

**DATE:**

**TIME:**

**DUE DATE:**

**EQUIPMENT CHECKED OUT:**

**Media Kit 1**

**Media Kit 2**

**Media Kit 3**

**Media Kit 4**

**Document Camera**

I acknowledge the presence of the components detailed on the attached pages. I am responsible for any damage/neglect/loss to/of this equipment beyond normal wear while it is checked out to me. Please be aware that lost or stolen equipment is your responsibility. A non-refundable replacement fee of up to \$1000 will be charged for non-return of a kit.

**BORROWER INITIALS:**

# Alden Library Media Lending Kit Guide

This guide will give you basic information on operating the components contained in the kit. Once you have recorded your video, you can use video editing software such as the ones found below in the resources section to edit and export your videos into a format that people can watch.

## Resources

User Manuals	Video Editing Software
<ul style="list-style-type: none"> <li>• <a href="#">Video camera user manual</a></li> <li>• <a href="#">Wireless microphone manual</a></li> <li>• <a href="#">Camera tripod manual</a></li> <li>• <a href="#">USB microphone manual</a></li> <li>• <a href="#">Folding the greenscreen</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Audacity</a> – Sound recording and editing</li> <li>• <a href="#">iMovie</a> - Mac video editor</li> <li>• <a href="#">Windows Video Editor</a> - Windows 10</li> <li>• <a href="#">ShotCut</a> – open source video editor</li> <li>• <a href="#">Adobe Premier</a>- Mac or PC video editor</li> <li>• <a href="#">Final Cut Pro</a> - Mac video editor</li> <li>• Tips on <a href="#">shooting video</a></li> </ul>

## Parts Inventory

(see photos on next page)

Exterior Bags	Kit Bag Contents	Camera Bag Contents (check various pockets)	USB Microphone Bag Contents
1. Greenscreen in bag	3. Camera tripod in bag	7. AC power cable	18. USB microphone
2. Kit bag	4. Greenscreen tripod	8. Camera	19. Microphone tripod
	5. Camera bag	9. Rechargeable batteries (3)	20. Microphone cable
	6. Headphones	10. 64 GB SD memory cards in cases (2)	21. Microphone base
	17. USB microphone bag	11. USB SD Card Reader	
		12. Wireless microphone bag	
		13. Wireless microphone transmitter and receiver (2 pieces)	
		14. Audio cable	
		15. USB-C charging cables (2)	
		16. Wireless microphone	

