INSTRUCTIONS FOR FACULTY AUTHORIZATION

- **A signed** Faculty Authorization Form is required for all students using Learning Technologies equipment for course projects.

- **A separate Faculty Authorization Form** is required for each academic course where media equipment is needed and is only valid for the duration of one academic quarter.

- **Bring the signed Faculty Authorization Form** with you when coming to check out media equipment.

- **If it is not possible to obtain a signed Faculty Authorization prior to your check out date**, you can still make a reservation for Learning Technologies equipment, but no equipment will be checked out to you until a signed Faculty Authorization form is submitted to Learning Technologies.

- **Please refer to the sample form** on the next page for reference on filling out your form.

- **Authorization can also be emailed** from the faculty members campus email account to media@ucsc.edu. Make sure the email includes: faculty member’s first and last name; quarter, year, name, and number of course; list of students first and last names being authorized to check out equipment. Once completed, this form can also be faxed to (831) 459-5542

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MEDIA SERVICES EQUIPMENT CHECKOUT FACULTY AUTHORIZATION FORM

The undersigned UCSC faculty member authorizes the following student enrolled in their course to check out equipment from Media Services:

PRINT FACULTY NAME

FACULTY SIGNATURE

As Faculty Sponsor, I understand that this equipment is to be used for course projects in:

- — — — — ____ — —
  QUARTER AND YEAR

- — — — — ____ — — — —
  COURSE NAME AND NUMBER

The undersigned student agrees to return the above equipment in the same order and condition as when received. If the equipment is damaged or lost while on loan, the student agrees to reimburse UCSC Media Services for the costs of repair or replacement with new equipment of the same type.

- — — — — ____ — — — —
  Print Student Name

- — — — — — — — —
  Student Signature

- — — — — — — — —
  Student Phone Number

- — — — — — — — —
  College

**NOTE:** Authorization can also be emailed from the faculty members campus email account to media@ucsc.edu. Make sure the email includes: faculty member’s first and last name; quarter, year, name, and number of course; list of students first and last names being authorized to check out equipment. Once completed, this form can also be faxed to (831) 459-5542
MEDIA SERVICES EQUIPMENT CHECKOUT FACULTY AUTHORIZATION FORM

The undersigned UCSC faculty member authorizes the following student enrolled in their course to check out equipment from Media Services:

Jack Burton  
PRINT FACULTY NAME

JACK BURTON  
FACULTY SIGNATURE

As Faculty Sponsor, I understand that this equipment is to be used for course projects in:

_   __  Spring 2008  ___  
QUARTER AND YEAR

_   __  ART 119  ___  ___  
COURSE NAME AND NUMBER

The undersigned student agrees to return the above equipment in the same order and condition as when received. If the equipment is damaged or lost while on loan, the student agrees to reimburse UCSC Media Services for the costs of repair or replacement with new equipment of the same type.

Gracie Law  
PRINT STUDENT NAME

Gracie Law  
STUDENT SIGNATURE

831-459-2117  
STUDENT PHONE NUMBER

Stevenson  
COLLEGE

NOTE: Authorization can also be emailed from the faculty members campus email account to media@ucsc.edu. Make sure the email includes: faculty member’s first and last name; quarter, year, name, and number of course; list of students first and last names being authorized to check out equipment. Once completed, this form can also be faxed to (831) 459-5542.