

Equipment Checkout

Equipment Reservation

- 1) Call the Equipment Checkout Chairman listed in the latest newsletter to verify the equipment hasn't already been reserved for the date(s) you desire.
- 2) Because of company rules concerning cameras inside the facilities, the cameras the club has are not stored in the darkroom. Instead there will be a separate storage area for the cameras with Employee Services. Employee Services maintains the checkout of the cameras.

Equipment Checkout

- 1) On the day of your reservation go to the darkroom / equipment storage cabinet following the procedures described in the darkroom access document.
- 2) After the guard checks your name against the club membership list he will have you sign into the darkroom logbook. Be sure to indicate what equipment will be removed from the darkroom in the logbook (purpose of your visit). The guard will have a list of the equipment available to be checked out. (The list follows later in these procedures.)
- 3) The guards do not check items such as books and videos, so it is not necessary to have these checked out/in by the guard.
- 4) The guard will check the equipment against the list of Photo Club equipment that is approved for checkout.
- 5) The guard will have you sign out of the darkroom logbook. Make sure the equipment you check out is listed on the logbook.

Equipment Return

- 1) On the day you are scheduled to return the equipment, or before, go to the darkroom / equipment storage cabinet following the procedures described in the darkroom access document.
- 2) After the guard checks your name against the club membership list he will have you sign into the darkroom logbook. Be sure to indicate what equipment will be returned the darkroom in the logbook (purpose of your visit).
- 3) The guards do not check items such as books and videos, so it is not necessary to have these checked out/in by the guard.
- 4) Proceed to the darkroom and return the equipment to its proper location. Make sure the darkroom is locked when you finish.
- 5) The guard will have you sign out of the darkroom logbook. Make sure the equipment you check out is listed on the logbook.

Camera Checkout and / or Return

The following procedure should be used when checking out or returning Photo Club cameras.

- Mamiya C330 TLR camera set
- Mamiya C220 TLR camera set
- Polaroid Impulse Camera (600 Film)

- 1) Call the Equipment Checkout Chairman listed in the latest newsletter to verify the camera(s) haven't already been reserved for the date(s) you desire.
- 2) On the day of your reservation go to Employee Services during their normal hours.
- 3) Tell whoever is at the desk that you need to check out one of the Photo Club cameras. You will need to show your Collins Photo Club ID.
- 4) They will take you back to where the cameras are kept.
- 5) You will have to sign the camera logbook. Be sure to indicate which camera you are checking out or returning.

- 6) You will not be able to take the camera into the facility. You can only take it out the building 105 number 1 entrance.

Equipment Loss

Rockwell Collins Company insurance does not cover the loss or damage of equipment once it leaves company property. You are responsible for the care of any equipment you check out. If club equipment is stolen or damaged while checked out to you, contact the equipment chairman as soon as possible. If the loss is not covered by your insurance you will be held personally responsible to reimburse the club.

Approved Equipment Checkout List

The following equipment is available for checkout. Be sure to contact the Equipment Checkout Chairman to arrange the checkout. It is necessary to stop at the guard station (Building 105, entrance number 2) to checkout any of the following equipment.

Novatron Studio Lighting System
Separate Light Diffuser Used with Novatron
Tripod - Bogen 3001 w/3047 head
Tripod - Bogen 3035 w/3047 head
Slide Projector #1
Slide Projector #2
Cokin Filter Set #1
Cokin Filter Set #2
Slide Screen
Cloth Backdrop - Black Velvet
Cloth Backdrop - Burgundy
Cloth Backdrop - Grey/Blue Muslin
Cloth Backdrop - Cream Muslin
Cloth Backdrop - Grey/ Grey-Blue
Stands For Backdrops
Tungsten Lamps - Smith Victor PL-8 (qty. 2)
Light Table
Dolly Cart
Empty Carousel Slide Trays
Copy Stand and Accessories
Rotary Print Trimmer
Slide Copier Kit
Slide Viewer - Panaview
Paper Cutter
Large Mat Cutter-Logan 700 SG (in cardboard box)
Mat Cutter - Oval & Circle Logan 201
Mat Cutter - Logan 401 Hand Cutter
Dry Mount Press #1 - Seal Jumbo 160M
Dry Mount Press #2 - Seal Jumbo 160M
Mat Corners (Box containing Mat corner samples)