

# INSTRUCTIONS FOR FACULTY AUTHORIZATION

- **A signed Faculty Authorization Form** is required for all students using Media Services 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 get the Faculty Signature prior to your check out date**, you must provide the signed, completed form to Media Services either before or when you return the equipment. Failure to do so may result in your being billed for the use of the equipment on a daily basis.
- **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

---

## 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

831-459-2117

Student Phone Number

Gracie Law

Student Signature

Stevenson

College

**NOTE:** Authorization can also be emailed from the faculty members campus email account to [media@ucsc.edu](mailto: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