

<b>Student Name:</b>	<b>Matric Card:</b>	<b>Period of Loan:</b>	
<b>Signature:</b>	<b>Hp/Contact No:</b>		
<b>HD (P2) Camera/ Tripod</b>			
<b>Equipment</b>	<b>Tick</b>	<b>Lecturer Signature</b>	
a) Panasonic P2 Camera, Clip Matt Box, P2 Store, P2 card (2 pcs), battery (2pc), USB cable, soft casing			
b) Vinten DV Tripod			
c) Camera Light, Swit			
d) Quad, P2 Battery Charger			
<b>DVCAM / miniDV Camera/ Tripod</b>			
a) Sony DSR-PD100P / DSR-PD150P DVCAM Camera			
b) Video Camera Tripod			
c) Sony DSR-200AP DVCAM Camera / Three Battery Charger/ AC Adaptor			
d) Video Camera Tripod (Manfrotto)			
e) Sony miniDV Handycam			
f) Sony VCT-D680RM Tripod			
<b>Lighting</b>			
a) Blonde 2K Light with Stand Qty.( )			
b) Arri Tungsten 1K Light with Stand Qty.( )			
c) Redhead 800W Light with Stand Qty.( )			
d) Dedo 100W Light with Stand Qty.( )			
e) Sachtler 3x300W Light with Stands			
f) Portable Reporter 250W Light			
g) Lowel Tota Light			
h) Reflector			
i) Colour filter / Diffuser Qty.( )			
<b>Sound</b>			
a) Audio Technica Boom Microphone			
b) Sennheiser Boom Microphone			
c) Clip-On Microphone			
d) Condenser Microphone			
e) Microphone Boom Pole			
f) Monitoring Headphone			
g) Portable DAT Recorder			
h) Portable Audio Mixer			
<b>Optional equipment/accessory</b>			
a) SONY 6" Field Portable Monitor / Battery and charger			
b) Power Cable Qty.( )			
c) BNC Cable Qty.( )			
d) XLR Cable Qty.( )			
e) Firewire Cable Qty.( )			
<b>Digital Still Camera</b>			
a) Canon Powershot Digital Camera			
<b>Remarks</b>			

## **REVISED**

### **Temasek Design School**

## **Photo & Video Equipment Store** **Rules and Regulations**

- **Opening Hours**

Monday to Friday	-----	9.00am – 12.00pm 1.00pm – 5.00pm
Saturday, Sunday Public Holidays & During term-breaks	-----	Closed
  
- **Loan Procedures**
  1. The relevant Equipment Loan Form must be completed with all the necessary details.  
  
For loan of Photo-related equipment, use the Photo Equipment Loan Form.  
For loan of Video-related equipment, use the Video Equipment Loan Form.
  2. Approval from the lecturer-in-charge must be reflected on the loan forms.
  3. Matriculation Cards must be produced for verification during loan / return of equipment.
  
- **Period of Loan**

Level 1 students – 1 day  
Level 2 & 3 students – 2 days
  
- **Extension of Loan**
  1. A new loan form is required to be filled up for this.
  2. Approval from the lecturer-in-charge must be reflected on the new loan form.
  
- **Damage/ Loss of Equipment**
  1. Students are responsible to replace/pay (inclusive of 5% GST, if applicable) for any damaged/lost item loaned out by them.
  2. Student's Matriculation Card will be retained upon discovery of any damaged/lost item. The Matriculation Card will only be returned to the student after the case is closed.
  3. A police report must be made immediately by the student on the loss or theft, and staff on duty must be informed.
  
- Equipment from the store is solely to be used for VSC, IMD and MOI course subjects.
  
- For other projects, approval must be sought from the respective Course Managers.
  
- No transfer of equipment among students is allowed.
  
- Students are responsible to check the condition of the equipment before loan/return. Students have to bear full responsibility for all equipment loaned.
  
- The above rules and regulations may be subject to change as deemed necessary by the Management of Temasek Design School.