

Geospatial & Visual Methods Field Equipment Request Form



Name:

Contact number:

Contact email:

Title of project:

Location of project:

Date equipment is required:

Date to be returned:

Student signature: Date:

SUPERVISOR PERMISSION (OR STAFF LOAN ONLY)

Supervisor(s):

Supervisor/staff Signature: Date:

OFFICE USE ONLY

Equipment issued by: Date:

£100 deposit received: CHEQUE CASH

Equipment received by: Date:

ALL STUDENTS/STAFF PLEASE NOTE:

A deposit of £100 (cash or cheque) will be taken for the equipment borrowed.

This will be returned on receipt of undamaged field equipment.

Cheques should be made payable to RHUL.

Completed forms should be handed in to Technical Staff in Room QB137.

Equipment Required

VOICE RECORDERS

	No. Required	No. Issued	No. Returned
Digital - meeting/seminar audio files (Edirol or Marantz)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Digital - fieldwork audio files (Olympus DM20, LS-5, LS-12)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Digital - fieldwork transcription (Olympus VN3100, 2100, 480 or 300)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Analogue - fieldwork transcription (Olympus S713, Phillips pocket memo)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pack number(s):			

Accessories in pack	No. Issued	No. Returned
Microphone - type:	<input type="text"/>	<input type="text"/>
Earphones - type:	<input type="text"/>	<input type="text"/>
USB cable	<input type="text"/>	<input type="text"/>
Software CD	<input type="text"/>	<input type="text"/>
Instruction manual/leaflet	<input type="text"/>	<input type="text"/>
Case	<input type="text"/>	<input type="text"/>

VIDEO CAMERAS

	No. Required	No. Issued	No. Returned
Compact digital SD camcorder (Canon Legria FS200)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Compact digital mini-DV camcorder (Canon MV960, Sony Handycam, Sony Digital HD - PJ620)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semi-pro digital mini-DV camcorder (Canon XM2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pack number(s):			

Accessories in pack	No. Issued	No. Returned
Battery	<input type="text"/>	<input type="text"/>
Mains power cable & adaptor	<input type="text"/>	<input type="text"/>
Battery charger & adaptor cable	<input type="text"/>	<input type="text"/>
USB cable	<input type="text"/>	<input type="text"/>
AV/stereo cables	<input type="text"/>	<input type="text"/>
Memory card / tapes - type:	<input type="text"/>	<input type="text"/>
Remote control / wireless controller	<input type="text"/>	<input type="text"/>

DIGITAL CAMERAS

	No. Required	No. Issued	No. Returned
Canon EOS 400D SLR, 10.1 megapixel, CF card	<input type="text"/>	<input type="text"/>	<input type="text"/>
Canon Powershot Pro1, 8.0 megapixel, CF card	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nikon Coolpix 995, 3.3 megapixel, CF card	<input type="text"/>	<input type="text"/>	<input type="text"/>
Olympus U740, 7.1 megapixel, XD card	<input type="text"/>	<input type="text"/>	<input type="text"/>
Canon Powershot A720, 8.0 megapixel, SD card	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pack number(s):			

Accessories in pack	No. Issued	No. Returned
Battery - type:	<input type="text"/>	<input type="text"/>
Mains power cable & adaptor	<input type="text"/>	<input type="text"/>
Battery charger pack & cable	<input type="text"/>	<input type="text"/>
Memory card - type:	<input type="text"/>	<input type="text"/>
USB cable	<input type="text"/>	<input type="text"/>
Carry case	<input type="text"/>	<input type="text"/>
Memory card reader	<input type="text"/>	<input type="text"/>
Additional lens or caps - type:	<input type="text"/>	<input type="text"/>

FURTHER EQUIPMENT

	Number issued	Number returned
Tripod & case. Pack number(s):	<input type="text"/>	<input type="text"/>
Reporter's microphone & cable Pack number(s):	<input type="text"/>	<input type="text"/>
Reference headphones Pack number(s):	<input type="text"/>	<input type="text"/>
Portable data projector	<input type="text"/>	<input type="text"/>
Portable roll screen	<input type="text"/>	<input type="text"/>

EXTRA EQUIPMENT:

Please specify:

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