

Check-Out Instruction Sheet

- Students may check out equipment from SOAN/COMM Student Workers. See Posted Schedule by the Faculty Mailboxes.
- Students may check out equipment for *24 hours or over the weekend* – **No Longer** without **Instructor's Permission**.
- Students must supply their own audio tapes, which can be purchased at the school bookstore.
- All standard tape recorders have internal mics. An external mic for tape recorder #8 may be checked out from Media Services.
- Equipment Manuals must stay in the office- please ask a student worker or Carol Wilson to see the manual folder.
- Tape Recorder #8 and the Transcriber cannot be checked out without **written consent of instructor**.
- The Transcriber may be checked out for *4 hours* and must be used in the SOAN/COMM computer lab. Please see Carol Wilson for key.