The purchase of video camcorders for check-out to Metropolitan State students, faculty, and staff is made possible through funds provided by the Library Endowment of the Metropolitan State University Foundation.

The Metropolitan State University Foundation was established in 1978 by five alumni and friends. Their mission is to assist Metropolitan State University in its development as a comprehensive urban university in the Twin Cities metropolitan area for changing and diverse student needs by generating maximum public awareness as well as governmental and private support.

The university receives less than half of its funding from the State of Minnesota. Private gifts make it possible for the Metropolitan State University Foundation to establish important measures of excellence and quality at Metropolitan State and to make a difference in the lives of the diverse student body.

Library Endowment

Metropolitan State University
645 East 7th Street
Saint Paul, MN 55106

Phone: 651-793-1616
Fax: 651-793-1615
www.metrostate.edu/library
Policies & Procedures

Who can borrow a video camcorder?
Current students, faculty, & staff of Metropolitan State University may borrow a video camcorder. Community borrowers are not eligible.

How much does it cost?
There is no charge to borrow a video camcorder. The camcorder has a built-in rechargeable battery pack, so it is not necessary to purchase batteries.

Where can I use the camcorder?
The camcorder may be used on or off campus. Please bear in mind that you may incur charges for lost camcorders or accessories.

Where do I go to check out a camcorder?
Video camcorders are checked out and returned at the library's second-floor Circulation Desk. You will be required to complete an agreement form each time you borrow a camcorder. The form will be kept on file in the library.

How long can I keep the camcorder?
Video camcorders are checked out for a 7-day loan period. There are no renewals.

Can I reserve a camera for a specific time?
No. Video camcorders are available on a first-come, first-served basis. However, you may place a hold on a camcorder so that the first one available will be held for you. You then have 48 hours to pick it up.

What will happen if I return the camcorder after my 7-day loan period is over?
If you are late in returning the camcorder, there will be a $25.00 late fee for each day the camcorder is late.

What happens if I damage the camcorder while it is checked out to me?
You are responsible for the camcorder during the loan period. If it is damaged or stolen, you will be assessed the replacement cost. It is important that you keep track of the camcorder and treat it with care.

Check Out Our Video Camcorders!

Have you ever wished you had a video camcorder to record yourself and your classmates as you practice the presentation you are scheduled to give in class? The resulting video would allow you to identify areas that need improvement, as well as letting you time your presentation. Or perhaps you’ve wanted to record an interview for an oral history project in your history class. Maybe you’ve even considered fulfilling a class assignment with a DVD containing a custom movie creation all your own.

Now you can do all this and more! The Metropolitan State University Library & Learning Center has new Flip video camcorders to loan for academic purposes or for any other projects you may have. Camcorders can be borrowed for a week at a time and can even be used off-campus, so you can film your friends, family, or favorite sporting events.

Check out a Flip video camcorder to capture 120 minutes of vibrant HD video. See for yourself how much fun you can have creating videos for everything from class assignments to your Facebook page.

What happens if I lose camera accessories?
The camcorder is checked out with a soft pouch, a Quickstart Guide, a mini-tripod, and a storage bag. You will be charged $25.00 for each accessory that is missing when the camcorder is checked back in.

What do I need to do when I am finished with the camcorder?
Take the camcorder to the Circulation Desk on the library’s second floor. Be sure to give it to a staff person, who will check it in for you.

How can I be sure that none of my videos remain in the camcorder?
Follow the instructions in the Quickstart Guide to erase all your videos. Once the video camcorder is returned, library staff will check to make sure that the memory is empty before checking out the camcorder to the next borrower.

Caution:
If you do not return the camcorder, an immediate hold will be placed on your academic record, and we will report the camera to the police as stolen.

Library & Learning Center

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Contact: Circulation Desk