

Audio/Visual Equipment Request

Instructions:

1. Complete form on-line.
2. Print two (2) copies of completed form.
3. Fax one (1) copy to Levitt Medical Library at 643-8809 and retain the other copy for your records.

Requestor's Name:

Department:

Phone:

Date you wish to pick up equipment:

Time you wish to pick up equipment:

Date you will return equipment:

Time you will return equipment:

Equipment Requested:

Beh Microphone

Beh 1 (use only in Beh 1)

Beh 2 (also 1 in "room combine")

Beh 3 (cordless; works in Beh 2 and in "room combine")

Beh 4 (corded for the podium)

Beh 5 (corded for the podium)

Carousel Slide Projector

Carousel Slide Projector Tray

Cart (empty)

Cords

Computer (need if using your own computer in Beh)

Extension power cord

RCA (for TV-VCR usage in Beh)

Easel(s) (wooden; number needed)

Flip Chart(s) with paper (number needed)

Electronic Remote

Elmo (Overhead and carousel projector; projects X-rays and slides. Can be used in Beh, Conference Room B, or Boardroom)

Laptop Computer (number needed)

LCD Projector

Overhead Projector(s) (number needed)

Pointer, Laser

Portable Screen

Sound Station (for telephone conference)

Tape Recorder

Tri-fold Display

case # 1 - 23"x44" (straight across the top)

case # 2 - 22"x40" (rounded center top)

case # 3 - 24"x36" (panels slide together)

case # 4 - 24"x36" (panels slide together)

case # 5 - 17"x30" (black cloth carry case)

TV/VCR (number needed)

TV/VCR (portable, number needed)

Video Camcorder (with wireless microphone and tripod)

Video Tape(s)

- ❖ **Pick up equipment at the library and return equipment to the library. After hours contact at Security 7-3111.**
- ❖ **Damage to equipment is the responsibility of the borrower.**
- ❖ **Report or document damaged or inoperable equipment so library staff can facilitate repair.**
- ❖ **Return all cords, remotes, information papers, etc. neatly to case/container.**
- ❖ **Reserve ahead for the entire year if you use equipment on a weekly or monthly basis.**
- ❖ **Reserve equipment as soon as you know a date and time. Laptops and LCDs are booked far in advance.**
- ❖ **Your request will be processed promptly; if there is a scheduling conflict the library staff will contact you.**