

Equipment Request

Henderson Library, Lon Morris College

Please submit this form to a library staff member via e-mail, or bring a printed copy to the library. Requests for equipment will be filled on a "first come, first serve" basis.

Name: _____ Date (mm/dd/yy): _____/_____/_____

Department: _____ Phone Extension: _____

Requested Pickup Date: _____/_____/_____ Requested Return Date: _____/_____/_____

Pickup Time: _____ AM / PM Return Time: _____ AM / PM

Item(s) Requested:

- | | |
|--|--|
| <input type="checkbox"/> Camcorder/Cannon | <input type="checkbox"/> Slide Projector/Kodak |
| <input type="checkbox"/> Carousel Projector/Kodak | <input type="checkbox"/> Stereo System/ Califone |
| <input type="checkbox"/> Computer Speakers | <input type="checkbox"/> Tape Recorder |
| <input type="checkbox"/> Digital Camera | <input type="checkbox"/> Tripod |
| <input type="checkbox"/> Dremel Engraver | <input type="checkbox"/> TV High Density /Sampo |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> TV/Sanyo |
| <input type="checkbox"/> LCD Projector NEC | <input type="checkbox"/> VCR/JVC |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> VCR/Sony |
| <input type="checkbox"/> Projection Screen/35 X 48 | <input type="checkbox"/> Visual Presenter/ELMO |
| <input type="checkbox"/> Projection Screen/70 X 70 | |

Special Authorization Required: Camcorder, Hard Disk/Student Services Only
 Camcorder & Tripod/QEP Only

Purpose:

Classroom Instruction College Sponsored Activity Off Campus Event (Explain)

Comments: _____

Requested by: _____ Date: _____
(Faculty/Staff Member)

Approved by: _____ Date: _____
(Library Staff Member)

Notes: Equipment checks out for 2 days. The requestor may request for a longer loan if necessary. Request cannot be made more than 4 weeks in advance. Only faculty and staff are authorized to borrow audio/visual equipment. LMC events have priority over any non-campus activities. Regardless of who uses the equipment, when the equipment is checked out in your name, you are ultimately responsible for it. Library staff will verify all accessories upon check out and check in. All equipment must be returned with batteries fully charged.

We can be contacted at extension 4027.