

Media Equipment Reservation Form

Name: _____

Today's Date: _____ Today's Time: _____ (am/pm)

Needed From (day, date, time): _____ (am/pm)

Needed To (day, date, time): _____ (am/pm)

Location equipment will be used: _____

Pick Up and/or Delivery To Site

I will pick up the equipment in the library on _____ (date) at _____ (am/pm). _____ (student) will be responsible for pick up and delivery to site.

Please deliver and set up equipment on _____ (date) at _____ (am/pm).

Return and/or Pick Up From Site

I will return equipment to the library on _____ (date) at _____ (am/pm). _____ (student) will be responsible for equipment return from site.

Please pick up my equipment at the site on _____ (date) at _____ (am/pm).

Equipment To Reserve

(Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Audio Cassette Player | <input type="checkbox"/> CD-Rom Player (Boom Box) |
| <input type="checkbox"/> Data/Video Projector | <input type="checkbox"/> Digital Camera (Still Images) |
| <input type="checkbox"/> Digital Video Camera | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> DVD Recorder | <input type="checkbox"/> DVD/Television Combo |
| <input type="checkbox"/> Flex Camera/Visualizer | <input type="checkbox"/> Flip Chart/Dry Erase Board |
| <input type="checkbox"/> iPod | <input type="checkbox"/> Laser Disk Player |

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Equipment To Reserve

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Equipment To Reserve (continued)

- Microphone(s) #_____
- Overhead Projector
- Portable Screen
- Recording Cart (for teacher certification process)
- Slide Projector
- TV/ Receiver
- Other _____
- Microphone Stand(s) #_____
- Portable Radio/CD Player
- Public Address Unit
- Sound System (Celestial)
- VCR/TV Combo

Accessories

(Check all that apply)

- Blank Audio Cassette(s) #_____
- Blank DVD-R(s) #_____
- Erase
- Flip Chart Paper
- Lectern/Podium
- Mobil Equipment Cart
- Slide Tray
- Travel Case for _____
- Other _____
- Blank CD-Rom(s) #_____
- Blank Video Cassette(s) #_____
- Extension Cord(s) #_____
- Laser Pointer
- Light (mini)
- Remote Control
- Screen, Size_____
- Tripod for _____

Special Instructions

Equipment To Reserve (continued)

- Microphone(s) #_____
- Overhead Projector
- Portable Screen
- Recording Cart (for teacher certification process)
- Slide Projector
- TV/ Receiver
- Other _____
- Microphone Stand(s) #_____
- Portable Radio/CD Player
- Public Address Unit
- Sound System (Celestial)
- VCR/TV Combo

Accessories

(Check all that apply)

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- Blank DVD-R(s) #_____
- Erase
- Flip Chart Paper
- Lectern/Podium
- Mobil Equipment Cart
- Slide Tray
- Travel Case for _____
- Other _____
- Blank CD-Rom(s) #_____
- Blank Video Cassette(s) #_____
- Extension Cord(s) #_____
- Laser Pointer
- Light (mini)
- Remote Control
- Screen, Size_____
- Tripod for _____

Special Instructions
