

Work Order for the Library and Technology Resources

To: Judy Altis
Director of Library and
Technology Resources

Person Requesting: _____

Phone Number: _____

Date/Time Needed: (Please allow sufficient set-up time)

Today's Date: _____

Building and Room number: _____

EQUIPMENT: (Circle or underline the equipment needed or specify other needs)

TV/VCR
Microphone (wireless or standard)
Overhead Projector
Audio Cassette Recorder
Dubbing
Slide projector
Studio camera

PA Equipment
Multimedia projector
Laptop
CD Player
Screen
Cassette Player
Video Conference (dependant on room availability)

Please specify equipment needed or special instructions of needs or supplies:

Equipment needing to be repaired: _____

Room Number: _____

We need 24 hours notice for equipment (set-ups and so forth) so that the equipment will be in the correct place waiting for you. For requests occurring on weekends (Friday evening-Sunday), please provide at least 48 hours notice. Your I.D. will be used to check out all equipment. Please have your valid I.D. with you when you come to the library. You may be held responsible for any damages to the equipment while it is in your possession. *If you must cancel class, end class early, or otherwise leave the equipment unattended, please contact Media Services so that we can pick up the equipment.*

To ensure that your audio/visual needs are handled promptly and accurately, we ask that you submit this form rather than call in your request. All requests will be confirmed by Wilbert Lively, Media Specialist.

Approved: _____

Date Confirmed: _____

Date: _____

Date Completed: _____