



AV Equipment Request Form

Audio/Visual equipment for circulation includes: a digital camera, a digital video camera recorder, overhead projectors, TV/VCR/DVDs on carts, slide projectors, LCD Projectors, Laptop Computers, 35 mm cameras, screens, CD players, audiotape cassette players, screens, and portable public address systems. Calculators, head-phones, portable cassette players, and walkmans are all in-library use only. The library staff will be happy to deliver and setup media equipment with 24 hours notice; not counting weekends.

Patron:

Email Address:

Phone #/Extension:

Items Requested:

Items Requested:

Patron Will Pick Up

Pick-Up Date & Time:

Return Date:

Library Will Set Up **(24 Hour Notice Required on Set Up and Delivery)**

Set-Up Date & Time:

Building and Room:

Pick-Up Date & Time: