



# LEARNING RESOURCES CENTER

## AV EQUIPMENT SEMESTER RESERVATION REQUEST FORM

Entered on daily log sheets by _____
Date _____

Instructor \_\_\_\_\_ Phone number \_\_\_\_\_ Class room \_\_\_\_\_ Discipline \_\_\_\_\_

**Note: The LRC reserves the right to make reservation request modifications as needed to accommodate faculty needs.**

	TIME	LCD	LCD/ CPU	Laptop	TV/VCR	TV/DVD	OHP	CD	OTHER (Specify)
<b>Monday</b>	am to								
	pm to								
<b>Tuesday</b>	am to								
	pm to								
<b>Wednesday</b>	am to								
	pm to								
<b>Thursday</b>	am to								
	pm to								
<b>Friday</b>	am to								
	pm to								
<b>Saturday</b>	am to								
	pm to								
<b>Sunday</b>	am to								
	pm to								

**Special Requests:**

**PLEASE NOTE THE FOLLOWING:**

You are responsible for the pick-up and return of the requested AV/TV equipment at the LRC during regular business hours. If the LRC is closed, please contact the main office personnel to pick-up and return equipment. You should return the equipment in good working order. Notify the staff members of the LRC if you have problems with the equipment, or if you wish to cancel a semester reservation for a particular day. Report any changes in the information listed above to the LRC coordinator for approval and notation in the AV/TV Log. Also, due to high demands for equipment, the LRC requests that equipment is picked up within 30 minutes of scheduled time, failure to do so will result in the forfeiture of your request that day. Failure to pick-up reserved equipment for three (3) consecutive weeks will result in the loss of your reservation. Failure to follow LRC procedure could result in a loss of borrowing privileges. The LRC is not responsible for the condition of your tapes, DVD's etc. after using them with this equipment.

Instructors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Other Equipment Available: Boombox – Easel – Lectern – Opaque Projector – Record Player – Screen – Slide Projector – Tape Record**