

MEDIA EQUIPMENT REQUEST

The Ames Library- Thorpe Center



Equipment Needed:

VIDEO EQUIPMENT

- Mini Digital Video Camcorder
- Flip Video Camcorder
- VHS Camcorder
- HDVC (Hard Disk Drive) Digital Video Camcorder
- DVD player w/cable hook-ups
- VHS VCR w/cable hook-ups

LAPTOPS (FACULTY AND STAFF ONLY)

- PC Laptop
- MacBook
- Netbook

PROJECTORS

- LCD Projector (Student)
- LCD Projector (Faculty)
- Overhead Projector (Transparency)
- Slide Projector (Carousel)
- ELMO (used with TV Monitor or LCD Projector)
- 16mm Sound/Film Projector

AUDIO PLAYERS/RECORDERS

- CD Player/Boom Box
- Cassette Recorder/Player (Audio)
- Record Player
- Digital Audio Recorder
- CD/Cassette Karaoke machine
- iPod Shuffle 1G

CAMERAS

- Digital Camera

CARTS

- TV/DVD/VCR cart unit
- A/V cart unit

ACCESSORIES

- Tripod (Camera)
- Screen (Projector)
- Extension Cord
- Mouse
- Headphones
- Ethernet Cord

Please answer all of the following questions:

Dates equipment is needed: _____

Name of person using equipment: _____

Your phone number: _____

Department equipment is being used for: _____

USER'S SIGNATURE: _____

--FOR STAFF USE ONLY-- Request taken by: _____

Deliver To or User pick up? (Circle one)

Place _____ Date ____/____ Time ____:____ Equipment OUT ____

Pick Up or User Return? (Circle one) Equipment IN ____

Place _____ Date ____/____ Time ____:____