

# Academic Technology Support Center Request Form

FAX: ext. 8117 • Phone: ext. 7355 • Location: 150 Dickey Hall • Website: <http://www.lincoln.edu/imc>

Please give us 48 hours notice.

Name \_\_\_\_\_ Extension: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department/Organization: \_\_\_\_\_ Account No. \_\_\_\_\_

If Student, Advisor's Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Requestor's Signature: \_\_\_\_\_

**Please complete this section for equipment requests and for video/audio recording requests.**

Pick Up \_\_\_ OR Delivery \_\_\_ Location of Use, Building and Room: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Equipment Return Date: \_\_\_\_\_

If after hours, where will equipment be secured: \_\_\_\_\_

## Equipment Loan Requests

### DIGITAL

- \_\_\_ Laptop Computer
- \_\_\_ Data Projector
- \_\_\_ Digital Camera
- \_\_\_ Multi-Media Cart

### VIDEO

- \_\_\_ VCR
- \_\_\_ DVD Player
- \_\_\_ Integrated VCR/Monitor
- \_\_\_ Video Projector & VCR (DH Aud)
- \_\_\_ Digital Camcorder
- \_\_\_ Tripod

### AUDIO

- \_\_\_ Public Address System
- \_\_\_ Microphones & Cords, # \_\_\_\_\_
- \_\_\_ Mic Stand \_\_\_ Desk \_\_\_ Floor
- \_\_\_ Tape Recorder
- \_\_\_ CD Player

### MISCELLANEOUS

- \_\_\_ Overhead Projector
- \_\_\_ AV Cart
- \_\_\_ Flip Chart Easel
- \_\_\_ Display Easel
- \_\_\_ Tripod Screen
- \_\_\_ Easel Pad
- \_\_\_ Key for GHA or WHA
- \_\_\_ Key for DHA

### OTHER

\_\_\_\_\_  
\_\_\_\_\_

*-See Back For Equipment Loan Guidelines-*

## Media Production Requests

### COMPUTER GRAPHICS

Use back for details.

- \_\_\_ Brochure
- \_\_\_ Certificate [ # of sheets \_\_\_\_\_ ]
- \_\_\_ Chart/Graph
- \_\_\_ Flyer \*\*
- \_\_\_ Handbook
- \_\_\_ Invitation
- \_\_\_ Letterhead
- \_\_\_ Name Tag
- \_\_\_ Newsletter
- \_\_\_ Program
- \_\_\_ Sign
- \_\_\_ Table Placard
- \_\_\_ Tickets
- \_\_\_ Transparency
  
- \_\_\_ Other

### DIGITAL IMAGING

- \_\_\_ Digital Camera Capture
- \_\_\_ Graphic Flatbed Scanning
- \_\_\_ OCR Flatbed Scanning
- \_\_\_ File Conversion
- \_\_\_ Photo Editing
- \_\_\_ Website Design
- \_\_\_ Website Editing

### SUPPLIES/SERVICES

- \_\_\_ Construction Paper # \_\_\_\_\_  
    \_\_\_ Small \_\_\_ Large
- \_\_\_ Transparencies # \_\_\_\_\_
- \_\_\_ Bulletin Board Paper \_\_\_\_\_ ft.
- \_\_\_ Easel Pad
- \_\_\_ Poster Board # \_\_\_\_\_
- \_\_\_ Lamination (Tuesdays) \_\_\_\_\_ ft.
- \_\_\_ Copies (cover stock only) # \_\_\_\_\_

### VIDEO/AUDIO SERVICES

- \_\_\_ Video Recording, VHS
- \_\_\_ Video Recording, SVHS
- \_\_\_ Video Recording, Mini DV
- \_\_\_ Video Transfer to CD
- \_\_\_ Video Transfer to DVD
- \_\_\_ Audio Recording, CR0<sub>2</sub>
- \_\_\_ Audio Recording, Normal
- \_\_\_ Audiotape Duplicating # \_\_\_\_\_
- \_\_\_ Videotape Duplicating # \_\_\_\_\_
- \_\_\_ Video Editing
- \_\_\_ DVD Duplicating # \_\_\_\_\_

Office Use Only

Completed By: \_\_\_\_\_

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

Total Cost: \_\_\_\_\_

Posted: \_\_\_\_\_

We will try to accommodate any special requests. Please let us know what you need.

## GUIDELINES FOR EQUIPMENT LOAN

You must complete and sign an Academic Technology Support Center Request Form to borrow equipment and to request media production. Completed forms should be returned to the ATSC. Please give us as much lead time as possible; 48 hours notice is required to deliver equipment.

You are responsible for the security of equipment that you borrow. When you are finished using the equipment make sure that it is secured in a safe storage area which has been approved by the ATSC. You can make arrangements with the ATSC for the pick-up or safe storage of equipment.

Contact the ATSC immediately if equipment malfunctions in any way. Spare bulbs are kept with each piece of equipment. Contact the ATSC when bulbs burn out so that we can provide a new spare. The ATSC staff is available during most times that classes are in session, so please call us at extension 3355 if you have a problem or question during use.

Equipment out on long term loan must be returned at the end of each semester for a maintenance check. At the end of the school year, all equipment must be returned to the ATSC to be maintained and inventoried.

Thank you for your cooperation.

PLEASE USE THIS SPACE FOR YOUR SUGGESTED GRAPHICS LAYOUT