

Academic Technology Support Request Form

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

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 Only 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/Video Projector
- Digital Camera

CORDS & CABLES

- Ext. Cord
- Power Cord
- VGA Cable
- Audio Cable

VIDEO

- DVD Player
- Digital Camcorder
- Integrated VCR/Monitor
- Tripod
- VCR

AUDIO

- Public Address System
- Microphones & Cords, # _____
- Mic Stand # _____ Desk # _____ Floor _____
- Digital Audio Recorder
- Speakers

MISCELLANEOUS

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

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

- Other

DIGITAL IMAGING

- Digital Camera Capture
- File Conversion
- Flatbed Scanning
- Photo Editing
- Website Design
- Website Editing

SUPPLIES/SERVICES

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

VIDEO/AUDIO SERVICES

- Music Transfer to CD
- Video Recording
- Video Transfer to CD # _____
- Video Transfer to DVD # _____
- Audio Recording, Normal
- Audiotape 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