

# Instructional Media Center Request Form

FAX: ext. 1217 • Phone: ext. 3355 • Location: 150 Dickey Hall • Website: <http://www.lincoln.edu/imc>  
Please give us 48 hours notice.

|                                   |                              |                     |
|-----------------------------------|------------------------------|---------------------|
| Name: _____                       | Phone 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 Requests

|   |   |   |
|---|---|---|
| <b>DIGITAL</b>                                    | <b>VIDEO</b>  | <b>MISCELLANEOUS</b>                              |
| <input type="checkbox"/> Laptop Computer          | <input type="checkbox"/> Integrated VCR/Monitor           | <input type="checkbox"/> Overhead Projector       |
| <input type="checkbox"/> Data Projector           | <input type="checkbox"/> Video Projector & VCR (DH Aud)   | <input type="checkbox"/> Carousel Slide Projector |
| <input type="checkbox"/> High Lumens OH Projector | <input type="checkbox"/> VHS Camcorder                    | <input type="checkbox"/> AV Cart                  |
| <input type="checkbox"/> Digital Camera           | <input type="checkbox"/> Tripod                           | <input type="checkbox"/> Flip Chart Easel         |
| <input type="checkbox"/> Mobile Computer Lab      | <input type="checkbox"/> Laserdisc Player                 | <input type="checkbox"/> Display Easel            |
| <input type="checkbox"/> Multi-Media Cart         | <input type="checkbox"/> 35mm Automatic Camera            | <input type="checkbox"/> Tripod Screen            |
|   | <b>AUDIO</b>  | <input type="checkbox"/> Easel Pad                |
|   | <input type="checkbox"/> Public Address System            | <b>OTHER</b>                                      |
|   | <input type="checkbox"/> Microphones & Cords, # _____     | _____   |
|   | <input type="checkbox"/> Mic Stand _____ Desk _____ Floor | _____   |
|   | <input type="checkbox"/> Tape Recorder                    | _____   |
|   | <input type="checkbox"/> CD Player                        | _____   |

-See Back For Equipment Loan Guidelines-

## Media Production Requests

|  |  |  |
|--|--|--|
| <b>COMPUTER GRAPHICS</b>                                   | <b>SUPPLIES/SERVICES</b>                                 | <b>VIDEO/AUDIO SERVICES</b>                                |
| <input type="checkbox"/> Brochure **                       | <input type="checkbox"/> Construction Paper # _____      | <input type="checkbox"/> Video Recording, VHS              |
| <input type="checkbox"/> Certificate [ # of sheets _____ ] | <input type="checkbox"/> Small _____ Large               | <input type="checkbox"/> Video Recording, SVHS             |
| <input type="checkbox"/> Chart/Graph                       | <input type="checkbox"/> Transparencies # _____          | <input type="checkbox"/> Audio Recording, CR0 <sub>2</sub> |
| <input type="checkbox"/> Flyer **                          | <input type="checkbox"/> Bulletin Board Paper _____ ft.  | <input type="checkbox"/> Audio Recording, Normal           |
| <input type="checkbox"/> Handbook                          | <input type="checkbox"/> Easel Pad                       | <input type="checkbox"/> Videotape Duplicating # _____     |
| <input type="checkbox"/> Invitation                        | <input type="checkbox"/> Poster Board # _____            | <input type="checkbox"/> Audiotape Duplicating # _____     |
| <input type="checkbox"/> Letterhead                        | <input type="checkbox"/> Lamination (Tuesdays) _____ ft. | <input type="checkbox"/> Video Editing                     |
| <input type="checkbox"/> Name Tag                          | <input type="checkbox"/> Copies # _____                  |  |
| <input type="checkbox"/> Newsletter**                      |  | <b>OTHER</b>   |
| <input type="checkbox"/> Program**                         | <b>DIGITAL IMAGING</b>                                   | _____  |
| <input type="checkbox"/> Sign**                            | <input type="checkbox"/> Digital Camera Capture          | _____  |
| <input type="checkbox"/> Table Placard                     | <input type="checkbox"/> Graphic Flatbed Scanning        |  |
| <input type="checkbox"/> Tickets                           | <input type="checkbox"/> OCR Flatbed Scanning            |  |
| <input type="checkbox"/> Transparency                      | <input type="checkbox"/> File Conversion                 |  |
|  | <input type="checkbox"/> Photo Editing                   |  |
|  | <input type="checkbox"/> Website Design                  |  |
|  | <input type="checkbox"/> Website Editing                 |  |

\*\*Size \_\_\_\_\_  
Cover Stock # \_\_\_\_\_  
Colored Paper # \_\_\_\_\_

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 Instructional Media Center Request Form to borrow equipment and to request media production. Completed forms should be returned to the IMC. 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 IMC. You can make arrangements with the IMC for the pick-up or safe storage of equipment.

**Contact the IMC immediately** if equipment malfunctions in any way. Spare bulbs are kept with each piece of equipment. Contact the IMC when bulbs burn out so that we can provide a new spare. The IMC 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 IMC to be maintained and inventoried.

Thank you for your cooperation.

PLEASE USE THIS SPACE FOR YOUR SUGGESTED GRAPHICS LAYOUT

**OFFICE NOTES:**