

Cannell Library

INSTRUCTIONAL MEDIA EQUIPMENT

On-Campus Loan Request _____

Off-Campus Loan Request _____

Name _____ Email _____ Phone: _____

Location of use _____

Date submitted _____ Authorized by (if required) _____

EQUIPMENT TYPE **ID#** **Return checked by** _____

EQUIPMENT TYPE	ID#	Return checked by	

Check out date _____ **Time** _____ **Return by *** _____

Borrower is responsible for the security and care of loaned equipment and may be charged for lost or damaged equipment.

Borrower (signature) _____

*Check out of LCD projectors and other high demand equipment, is limited to a 2 week period. Renewal will be determined by other pending requests. Programs requiring continued long term equipment use are encouraged to consult with Instructional Media staff to explore options for purchase of dedicated equipment.