

EDUCATIONAL TECHNOLOGY REQUISITION

Today's Date: _____ Time: _____

Requestor's Signature _____

Requested by _____
Last Name

First Name

Faculty, Staff or Student?

Department

Office Room Number _____

Email Address

Telephone Number

Department

Course Section or Club Name _____

Classroom # or Event Location

For Teaching _____

For Event _____

Pickup Date _____

Pickup Time _____

Return Date _____

Return Time _____

Current Equip. Contract on File? (students only) _____

Booking Instructions

All users are responsible for pickup, operation and return of equipment and media materials. The current York College ID of the requestor must be presented at time of pickup. The equipment circulation office is located in room 4G02. A separate written equipment requisition form is required for each booking. Telephone requests are not accepted. Minimum booking notice is 48 working hours. You will be notified within 24 hours of the availability of the equipment you've ordered.

Fall/Spring semester hours of operation are: Mon-Thurs: 8am - 6pm, Friday: 8am - 5pm and Saturday: 8am - 4pm. The last checkout/in will be scheduled for 5:45pm, 4:45pm or 3:45pm depending on closing time. Contact Ed. Tech for Summer & Winter semester hours. After normal hours faculty must return equipment to the Ed Tech storage room (key must be requested in advance and picked up at checkout)

Students enrolled in courses requiring media equipment pre-arranged and authorized by their instructor must have a signed equipment loan contract on file and book equipment in person in room 4G02.

One designated member of each official campus club may book and pick up equipment. This club member must fill out and sign an equipment loan contract and be certified by the student activities director. Student equipment loan contracts may be picked up in room 4G02. The designated club member must have an equipment loan contract on file and book & pick up equipment in person in room 4G02. Instructional usage has priority over non-instructional usage.

I. Equipment Required

LAPTOPS/COMPUTERS

- ___ Laptop/LCD projector Cart
- ___ Laptop (only)
- ___ Desktop Tower/LCD projector Cart
- ___ Mouse (only available w/computer)
- ___ Extension Speakers
- ___ Need Internet Access?

DVD/VHS PLAYERS

- ___ DVD/VHS/monitor Cart
- ___ DVD player only
- ___ VHS player only

PROJECTORS

- ___ Slide projector
- ___ 16mm projector
- ___ Overhead Projector
- ___ LCD Projector only
- ___ Slide projector carousel
- ___ Slide projector remote
- ___ LCD projector remote
- ___ Laser pointer (only available w/projector)
- ___ MAC DVI Adaptor

ACCESSORIES

- ___ Extension Cord
- ___ Power Strip

SCREENS

- ___ 50x50 Tripod
- ___ 70x70 Tripod

AUDIO

- ___ Large P.A. system (includes amp/mixer w/6 mic inputs & 1 line input & 2 large speakers)
- ___ Califone small P.A. system (1 amp/speaker. Mic. & line inputs. 2 amp/speakers may be connected)
- ___ Wired hand held mic (XLR-XLR cable unless another cable is requested in advance)
- ___ Wireless lapel mic cart (includes mic, transmitter, receiver, one speaker, cables)
- ___ Wireless lapel mic (with transmitter & receiver. Specify cable type)
- ___ Lecternette (single front speaker)
- ___ Lecternette podium
- ___ Additional lecternette speakers (2)
- ___ Record player
- ___ Record player speaker
- ___ CD player
- ___ Audio cassette player

OTHER EQUIPMENT (specify)

MEDIA TITLES (include catalog number)

II. Lecture Hall Projection Setup

Projection remote & other necessary equipment must be picked up from 4G02 by user. When room setup is necessary, Media titles other than those available from the Ed. Tech media library must be delivered to technician for setup a minimum of 24 hours in advance. Inquire about which rooms require tech setup. You will be booked for an LCD cable & remote if setup is not required.

Select presentation formats that are needed.

- ___ Film (16mm)
- ___ Slide
- ___ VHS Video
- ___ DVD
- ___ Laptop projection. Audio? Yes ___ No ___
- ___ Mic

Select room number. Order LCD cable & remote for use in rooms with asterisk.

- ___ 1M06 1E02 2C02 4D01 4M06
- ___ 1M07 2M04 3D01 4M03 4M07
- ___ 1E02 2M05 3D05 4M05

DESCRIBE YOUR EVENT OR CLASSROOM NEEDS: