

**JFKU PLEASANT HILL CAMPUS MEDIA CENTER AUDIO-VISUAL SCHEDULING FORM**

QTR \_\_\_\_\_ Dept./Course# \_\_\_\_\_ Instructor \_\_\_\_\_

Room \_\_\_\_\_ Day & Time of class mtg. ( e.g.: Monday 4:30-7:00 ) \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Today's date \_\_\_\_\_

Email address \_\_\_\_\_

The Media Center (925) 969-3469 coordinates delivery of AV equipment to the Pleasant Hill Campus.

1. Equipment reservations will ONLY be made upon completion of this form. Priority is given to forms submitted before the beginning of the quarter. Confirmation is sent to your faculty mailbox.
2. All reservations for equipment must be RECEIVED on this form **at least 3 days prior to the date needed**. If your request is running late, please hand-deliver to Information Services. Campus mail can take several days.
3. If you are unsure about how to operate any requested equipment, arrange with the Center staff to receive instruction before the day of use.

**PLEASE NOTIFY THE MEDIA CENTER OF ANY CANCELLATIONS OR ROOM CHANGES.**

<input type="checkbox"/> <b>Overhead Projector</b> DATES: _____  <input type="checkbox"/> <b>35mm Slide Projector</b> DATES: _____	<input type="checkbox"/> <b>CD player</b> <input type="checkbox"/> <b>Audiocassette player/recorder</b>  DATES: _____ <i>See note under VHS Camera</i>
<input type="checkbox"/> <b>LCD Projector</b> DATES: _____ Screen : <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you are using a personal laptop and have not previously used it with University LCDs, please schedule to test your setup before the actual class – settings and software vary.</i>	<input type="checkbox"/> <b>Zero Footprint PC (Laptop)</b> <i>**PC has Microsoft Windows XP Pro, Microsoft Office XP Pro (Word, Excel, Access, PowerPoint), and Internet Explorer.</i>
<input type="checkbox"/> <b>Easel/whiteboard with pens and eraser</b> DATES: _____  Paper pad: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>VHS VCR w/Monitor</b> <input type="checkbox"/> <b>DVD player</b> DATES: _____ <i>To assure proper working condition of permanently installed equipment, indicate planned use.</i>
<input type="checkbox"/> <b>VHS Camera</b> DATES: _____ <i>Blank tapes are provided only if the tape is to be held in the library for student viewing during the quarter &amp; then erased. If tape is to be added to the Library's collection, please contact the library about doing so. In all other cases, please provide your own tapes.</i>	<p align="center"><b>VIDEO TAPES</b></p> <p><b>PLEASE FILL OUT ONLINE FORM:</b></p> <p><a href="http://watson.jfku.edu/PHP/media_request.htm">http://watson.jfku.edu/PHP/media_request.htm</a></p>

**STAFF USE ONLY**

CONFIRMATION: Your request is confirmed by \_\_\_\_\_ on \_\_\_\_\_.

RE: DELIVERY	RE: RETURN OR PICK-UP
<input type="checkbox"/> Requested items will be in your classroom.	<input type="checkbox"/> Please leave equipment in classroom at the end of class.
<input type="checkbox"/> Please pick up equipment in the Information Services department before class.	<input type="checkbox"/> Please return equipment to the Information Services department at end of class.