



ANTELOPE VALLEY COLLEGE

# Instructional Multimedia Center



## REQUEST TO EXTEND USE OF EQUIPMENT

Date \_\_\_\_\_ Extension \_\_\_\_\_

Requested by \_\_\_\_\_ Print \_\_\_\_\_ Dept/Division \_\_\_\_\_

I acknowledge receipt of the following listed equipment for an extended period. It is understood that if such equipment is needed by the IMC during this loan period, it will immediately be returned upon receiving a request for such action from the IMC staff.

| Equipment                                | AVC Number | Equipment                                  | AVC Number |
|--|------------|--|------------|
| <input type="checkbox"/> Overhead        | _____      | <input type="checkbox"/> LCD               | _____      |
| <input type="checkbox"/> Slide Projector | _____      | <input type="checkbox"/> Mini Vox          | _____      |
| <input type="checkbox"/> PC Laptop       | _____      | <input type="checkbox"/> Portable Screen   | _____      |
| <input type="checkbox"/> Mac Laptop      | _____      | <input type="checkbox"/> Cassette Recorder | _____      |
| <input type="checkbox"/> VCR             | _____      | <input type="checkbox"/> DVD               | _____      |
| <input type="checkbox"/> Television      | _____      | <input type="checkbox"/> Other _____       | _____      |

### Period equipment is requested for

Check-out date \_\_\_\_\_ time \_\_\_\_\_

Return date \_\_\_\_\_ time \_\_\_\_\_

Phone number where you can be reached \_\_\_\_\_

### Where equipment will be kept

Office # \_\_\_\_\_

Other \_\_\_\_\_

Off campus - all off campus requests must be approved in advance by the Dean of Learning Resources

location of equipment while off campus \_\_\_\_\_

Approved by Dr. Rosa Hall \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only

### Approved

Authorized IMC Staff: \_\_\_\_\_

Shirlene Thatch, Cheryl Bureson, Kim Williams or Joseph West

Date \_\_\_\_\_

### Equipment returned

Date \_\_\_\_\_

Time \_\_\_\_\_

Initials \_\_\_\_\_

6212 ☎

✉ Tami Murakami, Graphic Artist

6457 ☎

✉ Dr. Rosa Hall, Dean

6210 ☎

✉ Cheryl Bureson, Clerical Assistant III

6211 ☎

✉ Shirlene Thatch, Coordinator

6072 ☎

✉ Kim Williams, Clerical Assistant II

6213 ☎

✉ Joseph West, Technician