

## **Audio-Visual Semester Equipment Booking Form**

*Semester equipment bookings will be accepted only on the understanding that the equipment is to be used each and every class. Requests must be submitted in writing by completing this form or via email to Audio-Visual Services at your campus. Requests will be processed in the order in which they are received.*

*Booking confirmations will not be sent out until after the 2<sup>nd</sup> week of classes. Due to the inevitable classroom changes that occur at the beginning of each semester, please re-confirm your equipment needs with A.V. staff at that time.*

*TV/VCR/DVD carts will be delivered to your classroom. All other equipment must be picked up from and returned promptly to A.V. Services in the Library.*

Name \_\_\_\_\_

Department \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Day of the week needed \_\_\_\_\_

Start Date (dd/mm/yy) \_\_\_\_\_

End Date (dd/mm/yy) \_\_\_\_\_

Time Needed (start and end time) \_\_\_\_\_

Classroom No. \_\_\_\_\_

Exception dates (when equipment not needed) \_\_\_\_\_

***It is the faculty's responsibility to cancel unneeded bookings as much in advance as possible by notifying Audio-Visual Services so that equipment can be made available to other borrowers.***

***If equipment booked for the semester is not picked up or not used twice without notification, the semester booking will be cancelled.***

For Office Use Only

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Date received:

NPU dates:

Re-confirmed:

Bookings completed: