

**CAMPUS-WIDE EQUIPMENT & DANA LIBRARYROOM SCHEDULING**

[www.libraries.rutgers.edu/rul/libs/dana\\_lib/media\\_media.shtml](http://www.libraries.rutgers.edu/rul/libs/dana_lib/media_media.shtml)

Name \_\_\_\_\_ email \_\_\_\_\_ Date \_\_\_\_\_

Dept / Campus \_\_\_\_\_  
Address \_\_\_\_\_ Phone(office) \_\_\_\_\_ (Home) \_\_\_\_\_ Cell \_\_\_\_\_

Course Title/ Event Name \_\_\_\_\_ Course No. \_\_\_\_\_

Type of Event \_\_\_\_\_ No. of Attendees \_\_\_\_\_

**FOR DANA ROOM ONLY**

No. of tables \_\_\_\_\_ FOOD / BEVERAGES YES NO ( *Must be approved by Administrative Office* )

Seating Arrangement: Classroom/Theatre \_\_\_(60 +) Conference \_\_\_(25 +) Reception \_\_\_(115 Standing / NO chairs)

Seminar Room 215 \_\_\_\_\_ ( Seats 25)

**EQUIPMENT REQUESTED**

DATE (S)	FROM	TO	ROOM/BLDG	EQUIPMENT	FEE	EQUIPMENT	FEE
Monday				OVERHEAD PROJECTOR	N/C	<b>USE IN DANA ONLY</b>	N/C
Tuesday				SLIDE PROJECTOR	N/C	DVD/VCR / BLU RAY	N/C
Wednesday				16 MM FILM PROJECTOR	N/C	VIDEO PROJECTOR	N/C
Thursday				FILMSTRIP PROJECTOR	N/C	PODIUM / COMPUTER	N/C
Friday				CASSETTE PLAYER	N/C	CD PLAYER	N/C
Saturday				PHONOGRAPH	N/C	LAPTOP COMPUTER	N/C
PICKUP / RETURN				Extension Cord (s)	N/C	PA SYSTEM	N/C
DO YOU NEED	ENTIRE	SEMESTER?	YES NO	AV CART	N/C	LASERDISC PLAYER	N/C
Request in book? Y N	Approved Y N	By _____		OTHER		MICROPHONE (S)	N/C
						HANDHELD / LAVALIERS	N/C
The Dana Room can be booked : Mon-Fri , 9 am- 9:45 pm, . Presently, <u>No Fees</u> are charged for any equipment used in Dana Library or delivered to campus. <b>(Subject to change)</b> <u>NOTE:VCR &amp; DVD Players. TV Monitors, Video Projectors</u> <u>&amp; Computers DO NOT circulate to campus</u>						MICROPHONE STAND (S)	N/C
				<b>In Library Use Only</b>		MUSIC STANDS	N/C
				VIDEO CAMERA *		AUDIO RECORDER	N/C
				* AV Tech required		LCD PROJECTOR	N/C
						VIDEO PRESENTER	N/C