# CAMPUS-WIDE EQUIPMENT & DANA LIBRARY ROOM SCHEDULING

www.libraries.rutgers.edu/rul/libs/dana_lib/media_media.shtml

Name ____________________________________________________________ email ____________________________ Date ________________

Dept / Campus ___________________________ 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

<table>
<thead>
<tr>
<th>DATE (S)</th>
<th>FROM</th>
<th>TO</th>
<th>ROOM/BLDG</th>
<th>EQUIPMENT</th>
<th>FEE</th>
<th>EQUIPMENT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td>OVERHEAD PROJECTOR</td>
<td>N/C</td>
<td>USE IN DANA ONLY</td>
<td>N/C</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td>SLIDE PROJECTOR</td>
<td>N/C</td>
<td>DVD/VCR / BLU RAY</td>
<td>N/C</td>
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<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td>16 MM FILM PROJECTOR</td>
<td>N/C</td>
<td>VIDEO PROJECTOR</td>
<td>N/C</td>
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<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td>FILMSTRIP PROJECTOR</td>
<td>N/C</td>
<td>PODIUM / COMPUTER</td>
<td>N/C</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td>CASSETTE PLAYER</td>
<td>N/C</td>
<td>CD PLAYER</td>
<td>N/C</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td>PHONOGRAPH</td>
<td>N/C</td>
<td>LAPTOP COMPUTER</td>
<td>N/C</td>
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<tr>
<td>PICKUP / RETURN</td>
<td>Extension Cord (s)</td>
<td>N/C</td>
<td>PA SYSTEM</td>
<td>N/C</td>
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</table>

DO YOU NEED ENTIRE SEMESTER? YES NO

AV CART N/C

OTHER

MICROPHONE (S) N/C

HANDHELD / LAVALIERS N/C

MICROPHONE STAND (S) N/C

In Library Use Only

VIDEO CAMERA * audio recorder N/C

* AV Tech required

LCD PROJECTOR N/C

VIDEO PRESENTER N/C

The Dana Room can be booked:
Mon-Fri , 9 am- 9:45 pm, . Presently, No Fees are charged for any equipment used in Dana Library or delivered to campus. (Subject to change)

NOTE: VCR & DVD Players. TV Monitors, Video Projectors & Computers DO NOT circulate to campus

GD/09