

Student Technology Fee

Grant Proposal

2010.025

2009-10

Tracy Brown




Approved

Denied

Comment: \_\_\_\_\_

Diana Hamilton



Approved

Denied

Comment: \_\_\_\_\_

Gary Gatch



Approved

Denied

Comment: \_\_\_\_\_

Mike McDonald/James Leonards

Approved

Denied



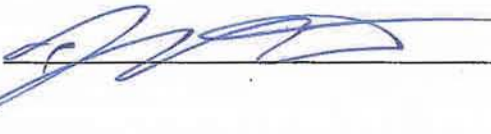
Comment: \_\_\_\_\_

Dale Martin

Approved

Denied

Comment: \_\_\_\_\_



PF

#1

2010.025

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2009-10

Northwestern State University of Louisiana

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Dr. Karen McFerrin For: College of Education

Department/Unit: Student Technology Lab College: Education Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? Goals 1 & 2: Objectives: 1, 4, 6, 7, 8  
Requested equipment will be located/installed/housed? Building TEC  
Room C112

Are department property policies and procedures in place for requested equipment? Yes

Which individual will be responsible for property control of the requested equipment?

Signature: *Terrill Henry* Date: 10/29/09

Grant Proposal Requested Amount: \$ 55,389.74 Budget Attached (circle one) YES/NO

Grant delivered to Student Technology located in Watson Library, Room 113. Date \_\_\_\_\_

**The grant proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned to requestor.**

1. Describe target audience.

The target audience for this proposal includes all undergraduate and graduate students enrolled in classes in the Teacher Education Center on the main campus of Northwestern State University, including education majors, online education students who need to show their field experience quality through video, General College students taking education and educational technology courses, and other University students taking education and educational technology elective courses.

2. Describe project/initiative for which you are requesting funds.

This initiative will provide for an upgrade and replacement of hardware, laptops/digital cameras/Infocus projectors, available for student checkout in the Student Technology Lab in C112 of the Teacher Education Center building.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

1. To provide all education students with newer, more advanced technology to check out and use in their present classrooms and work places.
2. To allow all education majors and other students who use the Student Technology Lab in the TEC more comprehensive access to available technology.
3. To enhance the ability of students in the TEC to access and assimilate large amounts of information.
4. To provide students with the technology resources required for professional productivity, competence, and classroom technology integration.
5. To assist students in developing a higher skill level in the use of state of the art technology and presentation technology in the field of education.
6. To support student verification of experience in the field for online methodology courses.

4. Indicate how each project objective will be evaluated.

Evaluation of the effectiveness of the initiative in terms of advancing the teaching/learning process will be obtained through observation and counting of the use of the equipment (through sign in sheets in the Lab), the increased use of available software programs available, the observation of the increase in comfort level of students in the daily use of technology, and verbal and written feedback from the students as to the usefulness of technology in the teaching/learning process in their future and current classrooms and other work places. Feedback also will be obtained from principals and supervising teachers as to the actual integration of technology into the teaching/learning process by the methods students and student teachers and from individual faculty members who are teaching the classes that use the checkout equipment for completion of coursework and field experiences.

5. If funded, which NSTEP <http://www.nsula.edu/nstep/NSTEP.pdf> objective(s) will the funding of this project advance? How will funding of the project advance the University and College/unit technology plan?

The NSU Technology Plan Goal 1 states that NSU will endeavor to create and maintain a responsive, student-oriented environment. Goal 2 says NSU will provide programs, services, and operations throughout the University of high quality and effectiveness. Funding of this initiative would provide technology for direct use by students for completing coursework activities within the Teacher Education Center and at their respective schools. This initiative allows for an extension of classroom technology availability and state of the art multimedia capabilities to be available for students at a very reasonable per student cost.

A major goal listed in the College of Education's Technology Plan is to promote the use of technology to augment instruction, strengthen communications, and improve services. Another is to develop innovative, nontraditional methods of instruction. The funding of this initiative will move us closer to the attainment of these goals. Our faculty members are doing this, but our students need better technology equipment to check out from the

Student Lab to fulfill the requirements of their courses. Student teachers and methods students are frequently located at various public schools that do not have available technology for their use in the classroom. The funding of this initiative will provide students with technology equipment, resources, and training that will assist them in using technology tools in their future or current teaching situations. It will provide students with technology resources and training that will assist in developing and applying their technology skills to enhance the teaching/learning process. Upgraded technology hardware for check out from the C112 Student Technology Lab will allow for more efficient use of the existing multimedia classroom in C114 and the technology equipment in the two methods classrooms.

6. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

Due to the unique nature of education and educational technology courses and the computer use requirements of the College of Education, students must have access to laptops, digital cameras, and Infocus projectors in order to complete their course assignments. The very limited amount of existing equipment is extremely outdated. In the spring of 2008, 820 students signed in to use the Student Technology Lab in C112 of the TEC (the yearly figure can be approximated at Lab usage by at least 2,000 students).

The NSU College of Education provides programs to approximately 1,500 students per semester (per year student numbers are around 4,000). Each of these students has the opportunity to gain needed technological skills from the use of the equipment available through check out throughout the course of a school year.

The current equipment available for check out is out of date and incapable of running the newer, more current software that is received and used within the College. Educational publishers often provide preview/demonstration copies or full versions of their software for student use. At the present time, our check out equipment in C112 does not have sufficient multimedia capabilities to display and run the new software that we receive. This is placing our students at a disadvantage. They are not able to access the information they need to further their professional competence.

The College of Education recognizes that technology is an integral portion of the educational community. We believe our students have a unique need in that they must be able to seamlessly integrate technology into their everyday existence in order to effectively use it as a tool for enhancing the teaching/learning process. Our graduates must become skilled users of current technology and must be prepared to acknowledge and master the technology they will encounter after graduation.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Karen McFerrin, Ed.D.

Associate Professor

College of Education/Educational Technology

Dr. McFerrin has extensive experience with on-line education and evaluation and is currently teaching and working in the areas of technology integration, use and evaluation of software in the teaching/learning process, and support of the new curriculum standards.

She has made numerous professional presentations concerning the integration of technology, technology planning, and communication through distance education media. She is involved at local, University, and state levels in refining and implementing technology standards for teaching and for teacher education with regards to ISTE and Louisiana In-Tech initiatives.

Paul Nagel, Ph.D.

Associate Professor

College of Education/Geography and Social Studies Education

Dr. Nagel teaches Social Studies methods, Secondary Methods, classroom management, and supervises student teachers and interns. He has been awarded over \$450,000 worth of grants to NSU and the College of Education to promote geography education across Louisiana. This extensive history with grants and has allowed him to train and work with teachers and students in all areas of the state. In addition, he serves as the technology co-chair for the Texas Council for the Social Studies and is responsible for the Technology Column in the Social Studies Texan quarterly. He is involved at local, University, and state levels in refining and implementing technology standards for teaching and for teacher education.

Martha Rhymes, Ed.D.

Assistant Professor

College of Education/Reading

Dr. Marty Rhymes coordinates all reading programs, graduate and undergraduate, in the College of Education and is currently serving as the literacy consultant on two funded grant initiatives—one of which she co-authored. Written to support the re-design of all graduate reading courses for online delivery, this initiative meets the demands of the State Department for a fully online program, to support certification for teachers in Louisiana classrooms. The focus of this collaborative initiative—shared by education and technology department faculty—is to embed relevant and supportive technologies into the online courses.

All members of the initiative team are currently active in the use of instructional technology. Each has been active in the design and delivery of successful college courses, both undergraduate and graduate, that use technology to further advance the teaching/learning process.

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

The Educational Technology faculty and graduate assistants in the College of Education will provide any needed additional technical support for the initiative. The director of the Instructional Resource Center, Mrs. Gloria Smith, facilitates the checkout return policy and procedure and keeps track of all equipment.

9. Provide a schedule for implementation and evaluation.

**Implementation:**

January, 2010	Order equipment Receive equipment
February, 2010	Develop program for implementation and equipment use Begin use of check out equipment in C112.
March, 2010	Receive feedback on C112 equipment use
May, 2010	Final semester evaluation of student use of equipment

Throughout the semester:

Demonstrate and explain use of equipment during regularly scheduled faculty meetings.  
Demonstrate and explain use of equipment during regularly scheduled class meetings.

**Evaluation:**

Feedback will be obtained verbally and written from faculty/students on training.  
Sign out sheets in the Student Technology Lab in C112 will monitor equipment use.  
Survey of faculty/selected students will be conducted to assess use and additional training requirements needed.

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The expected life of the hardware requested in the initiative is five years.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee. If you are requesting equipment that will be checked out to students or moved within the department, you must provide a checkout/loan policy.

An application policy is in place in the Instructional Resource (TEC C112) Center for Equipment Check Out and Return.

In order to check-out equipment, all the following procedures must be followed:

1. Equipment may be checked out for academic and student organization purposes. Academic purposes will have priority.
2. Present NSU identification to receive an application.
3. Complete and return application to attendant.
4. Items must be returned by individual checking out equipment. All items must be returned within five (5) days of check-out date.
5. If check-out equipment is returned late twice, then the individual will lose the use of the check-out equipment for the remainder of the semester.
6. All check-out equipment is subject to all NSU computer abuse policies. Failure to follow policies may result in loss of privileges.
7. The University Property Control office reserves the right to complete a physical property audit at any time to assure internal control.
8. If property in your possession is lost, damaged or not returned, your account will be charged a fee for replacement/repair or both and a hold will be placed on your account until payment is made.

The student must sign and date the following statement:

I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession. I further understand failure to return the equipment within five (5) days of the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of \$10.00 (per piece of equipment) for equipment not returned within the allotted time. The Instructional Resource Center reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the fifth day.

Attach two (2) letters of support for the project from the following individuals: the requesting department's Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests).

Attached letters of support for the project signed by:

Dr. Vickie Gentry, Dean of the College of Education

Dr. Kimberly McAlister, COE Coordinator of Assessment and Undergraduate Studies

Dr. Barbara Duchardt, COE Coordinator of Graduate Studies

Student Technology Fee Grant Proposal Checklist:

- Is all information requested provided (items 1 – 11)?
- Is a detailed budget attached?
- Is all specifications, description, model number, quotation, cost, state contract number, and vendor provided for each item?
- Are your two (2) letters of support attached?
- If equipment is to be checked-out/loaned, is your policy attached?



**Detailed Budget**

**1. 25 student laptops with cd/dvd burners**

Dell Latitude E6400

Unit Price: \$1,828.16      25 laptops: \$ 45,704.00

- 10 7340  
18,281.60

**2. 15 digital cameras**

Cyber-shot DSC-WX1 Black 10.2 MP 5X Zoom Digital Camera

Unit Price: \$314.99      15 cameras: \$4,724.85

- 2 7292  
629.98

2 GB MS Pro Flicard-Mark2 Media

Unit Price: \$15.29      15 media cards: \$229.35

2 Year replacement or repairs with accidental damage from handling

Unit Price: \$55.99      15 warranties: \$839.85

**3. 3 projectors**

Dell 1609WX Projector

Unit Price: \$1,174.24      3 projectors: \$3,522.72

7280

Dell 1609WX Replacement Lamp

Unit Price: \$122.99      3 lamps: \$368.97

7292

- 1  
20,208.81

**Total Cost of Initiative: \$55,389.74**

**b. Cost of Outside Support Personnel:**                      none

**c. Description of how the proposals will support University/College/unit resources (i.e. cash match, funds from other sources, or reallocation of existing hardware/software or other equipment).**

The proposal will allow student check out technology equipment from the TEC C112 Instructional Resource Center to meet their needs, will enable the College of Education to use software resources it receives from grants and partnerships, and will allow for connectivity and application hands-on experience for a large number of pre-service and in-service students within the College of Education.



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### Northwestern State University

#### Description



#### Latitude E6400

Date &amp; Time: October 28, 2009 3:50 PM CST

#### SYSTEM COMPONENTS

##### Latitude E6400

Intel® Core™ 2 Duo P8800 (2.66GHz, 3M L2 Cache, 1066MHz FSB), Genuine Windows Vista® Home Basic SP1, No media

Qty 1  
Unit Price \$1,828.16**Catalog Number:** 25 E1514

Module	Description	Show Details
Latitude E6400	Intel® Core™ 2 Duo P8800 (2.66GHz, 3M L2 Cache, 1066MHz FSB)	
Operating Systems	Genuine Windows Vista® Home Basic SP1, No media	
Memory	4.0GB, DDR2-800 SDRAM, 2 DIMMS	
Internal Keyboard	Internal English Keyboard	
Graphics and Expansion Slot	NVIDIA Quadro NVS 160M With Express Card	
Primary Storage	80GB Hard Drive, 7200RPM with Free Fall Sensor	
Fingerprint Reader Options	No Fingerprint Reader	
LCDs	14.1" Widescreen WXGA (1280x800) LED Display - Brush Metal Black	
Bluetooth	Dell Wireless® 370 Bluetooth Module	
Modem	Internal Modem	
AC Adapter	90W A/C Adapter (3-pin)	
Primary Optical Device	8X DVD+/-RW w/Roxio and Cyberlink PowerDVD™	
Camera/Microphone	Digital Microphone	
Wireless LAN (802.11)	Dell Wireless™ 1510 802.11a/g/n Draft Mini Card	
Systems Management	No Intel® vPro™ Secure Advanced Hardware Enabled Systems Management	
System Documentation	No System Documentation	
Primary Battery	9 Cell Battery	
Carrying Cases	Deluxe Nylon Case (2 pocket, up to 15.4)	

<b>Hardware Support Services</b>	5 Year Basic Limited Warranty and 5 Year NBD Onsite Service
<b>Extended Battery Service</b>	2 Years Extended Battery Service for Years 2 and 3 of System Life
<b>Installation Services</b>	No Onsite System Setup
<b>Accidental Damage Service</b>	5 Year CompleteCare Accidental Damage Protection
<b>LCDs</b>	Black WideScreen WXGA LED LCD Panel with Microphone only
<b>Laptop Tracking &amp; Recovery</b>	Absolute Computrace Complete 4YR License
<b>Processor Branding</b>	Intel Core 2 Duo Processor
<b>OS Labels</b>	Vista Basic Label

**TOTAL: \$1,828.16**

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	<b>Total Price</b>
<b>Sub-total</b>	<b>\$1,828.16</b>
<b>Shipping &amp; Handling</b>	<b>\$0.00</b>
<b>Tax</b>	<b>--</b>
<b>Total Price<sup>1</sup></b>	<b>--</b>

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## Northwestern State University

### Description

 <p><b>2GB MS PRO DUO FLCARD-MARK2 MEDIA</b>                  Manufacturer Part# MSMT2G                  Dell Part# A1747751</p>	Qty 1 Unit Price \$15.29  <b>TOTAL: \$15.29</b>
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<p><small>Warranty</small></p>  <p><b>2 Year Replacement or Repair with Accidental Damage from Handling</b>                  Manufacturer Part# 94443                  Dell Part# 992-4688</p>	Qty 1 Unit Price \$55.99  <b>TOTAL: \$55.99</b>
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 <p><b>Cyber-shot DSC-WX1 Black 10.2 MP 5X Zoom Digital Camera</b>                  Manufacturer Part# DSCWX1/B                  Dell Part# A3098185</p>	Qty 1 Unit Price \$314.99  <b>TOTAL: \$314.99</b>
---	--

	<b>Total Price</b>
<b>Sub-total</b>	<b>\$386.27</b>
<b>Shipping &amp; Handling</b>	<b>\$0.00</b>
<b>Tax</b>	<b>-</b>
<b>Total Price<sup>1</sup></b>	<b>-</b>

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## Northwestern State University

### Description



**Dell 1609WX Projector**

Date & Time: October 28, 2009 2:42 PM CST

#### SYSTEM COMPONENTS

<b>Dell 1609WX Projector</b>	Qty	1
Dell 1609WX DLP Projector	Unit Price	\$1,174.24

**Catalog Number:** 25 E1875

<b>Module</b>	<b>Description</b>	<a href="#">Show Details</a>
---------------	--------------------	------------------------------

**Dell 1609WX Projector** Dell 1609WX DLP Projector

**Limited Warranty, Services and Support** 5Yr Ltd. Warranty- Advance Exchange

**Installation Support Services** Add CompleteCare Accidental Damage Service to 5Yr Lim Warranty

#### ACCESSORIES

<b>Dell 1609WX Replacement Lamp</b>	Qty	1
Dell Part# 311-8943	Unit Price	\$122.99
Manufacturer Part# NY353		
Dell Part# 311-8943		

**TOTAL: \$1,297.23**

	<b>Total Price</b>
<b>Sub-total</b>	<b>\$1,297.23</b>
<b>Shipping &amp; Handling</b>	<b>\$0.00</b>
<b>Tax</b>	<b>--</b>
<b>Total Price<sup>1</sup></b>	<b>--</b>

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**NORTHWESTERN**  
**State University**  
A Member of the University of Louisiana System  
Natchitoches, Louisiana 71497

College of Education

Telephone (318) 337-6273

October 29, 2009

The acquisition of new, updated checkout technology equipment (in the form of laptops, digital cameras, and projectors) for the Student Technology Lab in C112 in the Teacher Education Center of the College of Education is necessary to fill a critical need and will advance the teaching/ learning process within the mission of the College of Education and the University.

The use of this upgraded equipment requested from the funding provided by the Student Technology Fees Account will provide our education students with the ability to access advanced technology and to supplement work required in the regular coursework of our preservice and inservice teachers on the undergraduate and graduate levels.

The College of Education Technology Plan identifies improving access to technology by students, faculty, and staff as one of its main objectives. A second equally important objective is providing classrooms with updated technology and multimedia. This initiative allows for continuation of hands on learning experiences for our future teachers that begin in the education classrooms within the Teacher Education Center at a reasonable cost.

It is my hope that this initiative is funded. The College of Education believes its students have a unique need in that they must be able to integrate technology as a tool for enhancing the teaching/learning process. The fulfillment of this grant will aid in achieving this goal.

Sincerely,

Vickie Gentry, Ph.D.  
Dean



October 29, 2009

The Student Technology Lab C112 of Teacher Education Center of the College of Education needs new laptops, digital cameras, and projectors for students to checkout. The fulfillment of this grant request will allow the College of Education to provide all education students with newer, more advanced technology to check out and use in their present classrooms and work places, to allow all education majors and other students who use the Student Technology Lab in the TEC more comprehensive access to available technology, to enhance the ability of students in the TEC to access and assimilate large amounts of information, to provide students with the technology resources required for professional productivity, competence, and classroom technology integration, and to assist students in developing a higher skill level in the use of state of the art technology and presentation technology in the field of education.

The use of this upgraded equipment requested from the funding provided by the Student Technology Fees Account will allow the College of Education to fulfill Goals 1 and 2 of NSTEP. The NSU Technology Plan Goal 1 states that NSU will endeavor to create and maintain a responsive, student-oriented environment. Goal 2 says NSU will provide programs, services, and operations throughout the University of high quality and effectiveness. Funding of this initiative would provide technology for direct use by students for completing coursework activities within the Teacher Education Center and at their respective schools. This initiative allows for an extension of classroom technology availability and state of the art multimedia capabilities to be available for students at a very reasonable per student cost.

I sincerely hope that this initiative is funded. The College of Education believes its students have a unique need in that they must be able to integrate technology as a tool for enhancing the teaching/learning process. The fulfillment of this grant will aid in achieving this goal.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Duchardt".

Barbara Duchardt, Ph.D.  
Coordinator of Graduate Studies



October 29, 2009

New laptops, digital cameras, and projectors are needed in the Student Technology Lab C112 of Teacher Education Center of the College of Education for students to checkout.

The College of Education believes its students have a unique need in that they must be able to integrate technology as a tool for enhancing the teaching/learning process. The fulfillment of this grant will aid in achieving this goal.

A major goal listed in the College of Education's Technology Plan is to promote the use of technology to augment instruction, strengthen communications, and improve services. Another is to develop innovative, nontraditional methods of instruction. The funding of this initiative will move us closer to the attainment of these goals. Our faculty members are doing this, but our students need better technology equipment to check out from the Student Lab to fulfill the requirements of their courses. Student teachers and methods students are frequently located at various public schools that do not have available technology for their use in the classroom. The funding of this initiative will provide students with technology equipment, resources, and training that will assist them in using technology tools in their future or current teaching situations. It will provide students with technology resources and training that will assist in developing and applying their technology skills to enhance the teaching/learning process.

Please consider funding of this most vital initiative.

Sincerely,

Kim McAlister, Ed.D.  
Coordinator of Assessment and Undergraduate Studies





Northwestern State University  
College of Education



## Instructional Resource Center Equipment Check-Out Application

**\*\* Please type or print legibly in dark ink \*\***

Student Name \_\_\_\_\_

Campus-Wide ID # \_\_\_\_\_

Current Address (House, Apt., or Dorm Room) \_\_\_\_\_

Local/Cell Phone \_\_\_\_\_

City, State Zip Code \_\_\_\_\_

Student Email Address \_\_\_\_\_

Equipment Location: Dorm ( ) Apartment ( ) House ( ) Other ( )

Type of Equipment:  Digital Camera  Camcorder  Projection Equipment  
(No More Than 2)  Laptop  Palm Pilot

Explain how this equipment will be used for official University related activities:

\_\_\_\_\_

\_\_\_\_\_

Check-Out Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
5 days later

I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession. I further understand failure to return the equipment within five (5) days of the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of \$10.00 (per piece of equipment) for equipment not returned within the allotted time. The Instructional Resource Center reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the fifth day.

Applicant's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ p.m.

## Instructional Resource Center Check-Out Procedure

In order to check-out equipment, all the following procedures must be followed:

1. Equipment may be checked out for academic and student organization purposes. Academic purposes will have priority.
2. Present NSU identification to receive an application.
3. Complete and return application to attendant.
4. Items must be returned by individual checking out equipment. All items must be returned within five (5) days of check-out date.
5. If check-out equipment is returned late twice, then the individual will lose the use of the check-out equipment for the remainder of the semester.
6. All check-out equipment is subject to all NSU computer abuse policies. Failure to follow policies may result in loss of privileges.
7. The University Property Control office reserves the right to complete a physical property audit at any time to assure internal control.
8. If property in your possession is lost, damaged or not returned, your account will be charged a fee for replacement/repair or both and a hold will be placed on your account until payment is made.

I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession. I further understand failure to return the equipment within five (5) days of the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of \$10.00 (per piece of equipment) for equipment not returned within the allotted time. The Instructional Resource Center reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the fifth day.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructional Resource Center  
Equipment Check-Out/Return Form**

**\*\* Please type or print legibly in dark ink \*\***

Name \_\_\_\_\_ Campus-Wide ID#: \_\_\_\_\_

<b>Check-Out Information</b>	
<u>Type of Equipment</u>	<u>State Tag#</u>
<input type="checkbox"/> Digital Camera	_____
<input type="checkbox"/> Camcorder	_____
<input type="checkbox"/> Projection Equipment	_____
<input type="checkbox"/> Laptop	_____
Library Item Number	_____
Library Item Number	_____
Check-Out Date: ___/___/___	
Due Date: ___/___/___ (5 Days Later)	
Check-Out Time: ___:___ a.m./p.m.	
<b>For Office Use Only:</b>	
• Equipment Accounted For:	_____
• Visual Inspection:	_____
• Technical Inspection:	_____
• Manual Return:	_____
PC/Cam/Proj/Zip/ Palm/Camcorder	
_____ Employee Signature	

<b>Return Information</b>	
<u>Type of Equipment</u>	<u>State Tag#</u>
<input type="checkbox"/> Digital Camera	_____
<input type="checkbox"/> Camcorder	_____
<input type="checkbox"/> Projection Equipment	_____
<input type="checkbox"/> Laptop	_____
Library Item Number	_____
Library Item Number	_____
Time Returned: ___:___ a.m./p.m.	
Date Returned: ___/___/___	
_____ Student Signature	
<b>For Office Use Only:</b>	
• Equipment Accounted For:	_____
• Visual Inspection:	_____
• Technical Inspection:	_____
• Manual Return:	_____
PC/Cam/Proj/Zip/ Palm/Camcorder	
_____ Employee Signature	

**I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession I further understand failure to return the equipment within five (5) days for the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of \$10.00 (per piece of equipment) for equipment not returned within the allotted time. The Instructional Resource Center reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the fifth day.**

**Student's Name** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_