

# IHA Media Request Form

**IMPORTANT:** Please submit this form to Cindy Sopelsa in the library ([CinSopelsa@aol.com](mailto:CinSopelsa@aol.com)) *at least 2 days before* item is needed.

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## Equipment Needed

- Batteries - Type: \_\_\_\_\_ Qty: \_\_\_\_\_
- Cart
- Cart with Built-in Extension Cord
- Cassette Recorder/Player
- CD Player (boom box)
- Computer Projector
- DVD Player
- Laser Disc Player
- Movie Camera
- Overhead Projector
- Slide Projector
- VCR/TV

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Requested By: \_\_\_\_\_ Room #: \_\_\_\_\_

**\*\* For Office Use Only \*\***

Serial Number: \_\_\_\_\_

Company of Item: \_\_\_\_\_

Date Returned: \_\_\_\_\_