

## Equipment Reservation Form

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**Name:****Date:****E-mail:****Telephone:****Status:**

Professor

Student

Employee

**Computers (PC):**

Laptop (english keyboard)

Portable Lab A (12 PC - bilingual/SPSS)

Portable Lab C (12 PC - FR)

Laptop (french keyboard)

Portable Lab B (12 PC - EN)

**Cables:**

SMART Board Kit

Extension Cord

Power Bar for Portable Labs

**Multimedia Equipment:**

Projector

Speakers

Portable SMART Board

Digital Video Camera

Digital Camera

Digital Voice Recorder

Adapters

**Graphic Calculators:**

1 calculator

2 calculators

15 calculators

30 calculators

**Other Equipment:**

Study Room (N/A)

Cart

Other

**Manipulative Kits:**

Please indicate below the call number of the desired manipulative kits, starting with MK.

**Call Number:**

**Curricula:**

Please indicate below the title, level and language of the desired curricula.

**Curricula Title:****Curricula Level:****Curricula Language:****Reservation Type:****Recurrence Frequency:****Start Date:****End Date:**

Single

Every Day

Recurring

Every Week

**Schedule and Location****Monday Pickup Time:****Monday Return Time:****Monday Course Code and Room:****Tuesday Pickup Time:****Tuesday Return Time:****Tuesday Course Code and Room:****Wednesday Pickup Time:****Wednesday Return Time:****Wednesday Course Code and Room:****Thursday Pickup Time:****Thursday Return Time:****Thursday Course Code and Room:****Friday Pickup Time:****Friday Return Time:****Friday Course Code and Room:****Saturday Pickup Time:****Saturday Return Time:****Saturday Course Code and Room:****Sunday Pickup Time:****Sunday Return Time:****Sunday Course Code and Room:**

By signing below, I certify that I have read the rules concerning the borrowing of equipment from the Resource Centre (next page).

**Signature:****Preferred Language:**

English

French

## Rules for Borrowing Equipment

Please note that some equipment may be taken out of the Resource Centre only by Faculty of Education professors and staff (upon presentation of their University of Ottawa identification card).

Teaching and research assistants, upon their professor's request and upon presentation of their valid TA or RA card, are authorized to take equipment out of the Resource Centre. The equipment will be signed out in the professor's account.

Equipment must be picked up no later than 15 minutes after the start of the reservation. If the circulation desk staff has not been notified of a delay, the equipment will be made available to other patrons after this time.

To cancel or modify your reservation, please contact the circulation desk staff as soon as possible. You can avoid accumulating fines by contacting the Centre should you anticipate returning the equipment after the time it is due.

Also note that fines will be levied for any borrowed equipment that is returned late (the normal loan period is 4 hours). **The overdue fee is \$1 per hour per item appearing in your account (i.e. for each piece of equipment or part bearing a barcode).**

For more information about your reservations please contact the Resource Centre's staff by e-mail at [EduCentre@uOttawa.ca](mailto:EduCentre@uOttawa.ca) or by phone at 613-562-5861.

Thank you for your cooperation.

The Resource Centre Staff

*(For more information, please visit our website: <http://education.uottawa.ca/en/about/centre>)*

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### **For FERC staff use**

**Reservation handled by:**

**Date:**

**Reservation entered in Resched by:**

**Date:**

**Reservation confirmed by:**

**Date:**