



# Spartanburg County Public Libraries

## AV EQUIPMENT FORM

**There is a \$10.00 fee for the use of AV equipment. To sign out AV equipment, this form plus payment must be returned 48 hours prior to date of program. **Any requests made after the 48 hour policy will result in an additional \$20.00 late fee.****

Name of Representative \_\_\_\_\_  
 Name of Group \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Room \_\_\_\_\_  
 Date of Program \_\_\_\_\_  
 Set Up Time \_\_\_\_\_  
 Program Start Time \_\_\_\_\_  
 Program End Time \_\_\_\_\_

**If your meeting is in the Barrett Room check equipment needed below.**

PC with projection \_\_\_\_\_yes \_\_\_\_\_no  
 Will you be using a library PC or your own laptop? \_\_\_\_\_library PC \_\_\_\_\_personal laptop (PC or Mac?)  
 Do you need sound with your PC? \_\_\_\_\_yes \_\_\_\_\_no  
 Do you need a remote for a PowerPoint Presentation \_\_\_\_\_yes \_\_\_\_\_no  
 Internet access \_\_\_\_\_yes \_\_\_\_\_no  
 DVD \_\_\_\_\_yes \_\_\_\_\_no  
 VHS \_\_\_\_\_yes \_\_\_\_\_no  
 Microphones  
 Stand up or table top (4 max) \_\_\_\_\_enter number needed  
 Lectern mic (only 1) \_\_\_\_\_yes \_\_\_\_\_no  
 Lapel wireless mic (2 max) \_\_\_\_\_yes \_\_\_\_\_no  
 Piano \_\_\_\_\_yes \_\_\_\_\_no  
 Visualizer (projects any solid image or item) \_\_\_\_\_yes \_\_\_\_\_no  
 Overhead projector (to use with transparencies) \_\_\_\_\_yes \_\_\_\_\_no

**If your meeting is in the Hoechst Celanese Room or Irwin Conference Room, check equipment needed below.**

DVD \_\_\_\_\_yes \_\_\_\_\_no  
 VHS \_\_\_\_\_yes \_\_\_\_\_no  
 PC with projection \_\_\_\_\_yes \_\_\_\_\_no  
 Will you be using a library PC or your own laptop? \_\_\_\_\_library PC \_\_\_\_\_personal laptop  
 Do you need a remote for a PowerPoint Presentation? \_\_\_\_\_yes \_\_\_\_\_no  
 Overhead projector (to use with transparencies) \_\_\_\_\_yes \_\_\_\_\_no

*The library will not install personal software on library computers. If special software is required for a presentation, please bring your own laptop with the software installed. Due to liability considerations, Library staff may not set up personal equipment such as laptops, projectors, or other devices that do not belong to the Library. The Library recommends scheduling a time to test personal equipment prior to an event to insure compatibility with library systems. Please call the AV desk at 596-3502 if you have any questions about equipment or software for your presentation.*