Edward E. Brickell Medical Sciences Library
Computer Classroom Reservation Form

The Computer Classroom (Room 132) may be reserved by EVMS faculty only. The Classroom contains 30 networked PCs and an instructor PC that is attached to the overhead projector and AV System. Wi-Fi access is available for EVMS associates. Software programs commonly used on campus have been installed on the classroom PCs. For additional information, or to set up a consultation, please contact Computer Lab Manager Duc Nguyen at nguyendh@evms.edu or call 446-5294.

To submit this form electronically, please download it to your computer before filling it out.

Today's Date _____

Instructor/Staff _____   **Email** _____

Department _____   **Phone** _____

Course Name _____   **Course Number** _____

This reservation is for a class or instruction that is ☐ **Credit**   ☐ **Non-Credit**

Description of CLASS and AUDIENCE

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NUMBER of participants/approximate group size per session _____

Classroom reservation needed for the following TIMES and DATES:

From (time)	To (time)	DAY	/	DATE
_____	_____	_____	/	_____
_____	_____	_____	/	_____
_____	_____	_____	/	_____

Audiovisual EQUIPMENT needed

☐ Data Projector and PC   ☐ Polycom Conference Phone

☐ Easel   ☐ Recording Session

☐ Microphone   ☐ Video capture

☐ AV assistant (15 minutes before start time – Setup/Intro/Startup)

☐ Other _____

Will you need SOFTWARE that is not already installed?   ☐ **Yes**   ☐ **No**

If additional software is needed, please complete the second page of this form.

The individual/department reserving the Computer Classroom is responsible for the condition of the premises and will be charged for any damages to the equipment or facility.

---------------- You will receive a confirmation copy of this request ----------------

Approved by _____   **Date approved** _____

We will make every effort to fulfill your request and will contact you if circumstances arise that may interfere with your reservation. Please address any questions regarding this form or our reservation policy to Kerrie Shaw, Director of Library Services, at shawks@evms.edu or (757) 446-5847.

EVMS
Eastern Virginia Medical School

Edward E. Brickell Medical Sciences Library
Computer Classroom Software Installation Request Form

Today's Date _____

Instructor/Staff _____   **Email** _____

Department _____   **Phone** _____

Course Name _____   **Course Number** _____

I have reserved the Computer Classroom for the course listed above, and I request that the following software be installed for that class:

_____

Date needed by _____

The library technology staff, in partnership with the EVMS Network Information Center, makes every attempt to accommodate class-specific software requests; however, it may take time to resolve issues of compatibility, availability, licensing, installation, and testing.