



## Video Resources Request Form

The Contra Costa County Office of Education Technology Systems Department is providing several video-related resources for teachers to check out on a limited basis.

### *Resources are available for a 2-week loan:*

Name (please print): \_\_\_\_\_  
(Last) (First)

Email Address: \_\_\_\_\_

School: Site/District: \_\_\_\_\_

School Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I would like to request the following material(s) (*please check all that apply*):

#### **Equipment:**

- Video Camera Kits**—includes Sony Mini-DV camera, wireless microphone, and tripod. (Three kits available)
- Digital Camera Kits**—Canon Powershot A80 camera, 32 mg compact flash memory card, 4 AA rechargeable batteries, 1 battery charger, manual, and USB cable (Three kits available)
- Videoconference Unit**—Polycom Viewstation 512. Includes: Videoconference unit, power cord, microphone and cable, RCA Cable, S Video Cable, RCA/S video combination cable, LAN cable, audio cable, remote control, 2 batteries, manual and quickstart guide.

Office Use Only
Kit #

**Videoconference Test Date:** \_\_\_\_\_  
(First Choice) (Second Choice)

**Requested for (dates):** \_\_\_\_\_  
(First Choice) (Second Choice)

### ***Equipment Checkout***

**Reservations:** On a first call first served basis. Please fax or mail the information to Kelly Laidley at 925/296-1415.

**Responsibility:** The equipment is being loaned with the understanding that it will be used responsibly. *It is your responsibility to guard against damage and theft.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Equipment must be picked up and returned to CCCOE Multimedia Lab.***

#### **Contact information:**

Eileen C. Walters	925/942-5399	ewalters@cccoe.k12.ca.us
Kelly Laidley	925/942-3451	klaidley@cccoe.k12.ca.us