

**POMERANCE LIBRARY & RESOURCE CENTER
REQUEST FOR EQUIPMENT RENTAL/RESERVATION**

The following equipment may be borrowed by medical center faculty and staff at the following **two-day (48 hour) rates**. **Faculty in the Department of Psychiatry have the privilege of borrowing any audiovisual equipment for free if it is returned within 24 hours.** Patrons who want equipment delivered to a medical campus location must call the Pomerance Library at 355-9071/9073, **24 hours in advance** and pay an additional delivery/pick-up charge of \$15 each way. Equipment cannot be delivered to off-campus locations. (See below for rental form.)

Equipment	Two Day Rental Rate	Daily Overdue Rate
35 mm Slide Projector	\$25	\$15
Wireless Remote Control	\$20	\$10
Screen	\$15	\$10
Overhead Projector	\$25	\$15
Laser Pointer	\$20	\$10
TV/VCR	\$50	\$20
Video Camera	\$100	\$25
Videotaping Services	\$100/hr.	
Carousel	\$5	\$2

35 mm Slide Projector	Wireless Remote Control	Screen
TV/VCR	Video Camera	Videotaping Services
Overhead Projector	Carousel	Laser Pointer

Name Dept. Division

U.M. Acct. # Phone E-mail

Date

METHOD OF PAYMENT (All fees must be prepaid with one of the following):

INTERDEPARTMENTAL REQUISITION

CASH

CHECK

***PLEASE INCLUDE PHONE NUMBER AND CONFIRM RESERVATIONS 24 HOURS PRIOR TO PICKUP**

PLEASE COMPLETE THIS FORM AND FAX TO CARMEN RIVERA AT (305) 355-9072; or

send Interoffice to Carmen Rivera, Pomerance Library, Mental Health Hospital Center, Rm. 3202, Locator Code D-747. You can also send regular mail to the following address: 1695 N.W. 9th Ave., Rm. 3202, Miami, FL 33136.

Note: *This form is for U.M. Department of Psychiatry Faculty & Staff only.*

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