

# Imaging Center

## Equipment Reservation for Exhibitions and Projects

Submit this form (at least 1 wk in advance) at the front desk of the Imaging Center (Hillyer 3<sup>rd</sup> floor).  
If you have any questions about booking equipment contact Betsy Coulter ([bcoulter@smith.edu](mailto:bcoulter@smith.edu)).

Name: \_\_\_\_\_

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

Check: Faculty ☐ or Student (include Faculty Sponsor) ☐ \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Destination: (e.g. Jannotta gallery, classroom) \_\_\_\_\_

Name of individual picking up the equipment: \_\_\_\_\_

How will the equipment be used? Please, briefly describe the desired configuration:

(e.g. class critique or long-term exhibition) \_\_\_\_\_

**Please setup an appointment at least 1 week prior to install date. Assistance with locking and installation is only available Monday – Friday 9am to 4pm.**

For locking equipment and general setup, contact Betsy Coulter ([bcoulter@smith.edu](mailto:bcoulter@smith.edu)).

For shelf installation, see Jim Hume in the woodshop ([jhume@smith.edu](mailto:jhume@smith.edu)).

For general gallery resources (podiums, paint, hardware, lights), contact the Exhibitions Intern, Charlotte Kholman ([ckohlmann@smith.edu](mailto:ckohlmann@smith.edu)).

Mark, if needed	Accessories
	Dongles/ VGA Adaptors ( laptop to projector)
	Extension Cords
	Mounting Brackets
	Remote Control
	Other:

**Submit equipment reservation at least 1 week prior to install date.**

Mark, if needed	Equipment
	DVD Player 1, 2, 3: 9078, 9079, 9041
	HD Media Players 1, 2, 3, 4 – 9101, 9359, 9363, 9378
	LG Flatron Monitor 1 - 9096
	LG Flatron Monitor 2 - 9097
	Mac Mini for Student Exhibition - 9315
	Mac Mini for Student Exhibition - 9316
	EIKI Projector- 9019
	NEC Projector 1, 3, 5, 6, 7, 8, 10 – 9142, 9143, 9145, 9146, 9239, 9240, 9242, 9295
	Sanyo Protax Projector – 9295
	Mobile Mini Projector #1, 2 – 9374, 9375
	Panasonic Projector #11 - 9339
	Panasonic Projector #12 - 9346
	Laptop (For day use only, Mon-Fri)
	iMac1 – 9360
	iMac 2 - 9361
	iMac 3 - 9359
	iPad - 9358
	Altec Speakers #1 - 9236
	Audioengine Speakers White - 9338
	Harman/Kardon Speakers 06 - 9317
	Tascam Headphones - 9376, 9377
	Other: