



Atlanta University Center Robert W. Woodruff Library

Audio/Video Editing Room

User Data and Agreement Form

User Name (please print): _____

Reservation Date: _____

AUC ID#: _____

Reservation Time (from x until x): _____

AUC Institution:

Room Number: _____

- Clark Atlanta
- ITC
- Morehouse
- Spelman

Campus Affiliation:

- Student
- Staff
- Faculty

Local Address: _____

Phone: _____

Permanent Address: _____

Campus Email: _____

The Robert W. Woodruff Library Technology Design Studios are intended to accommodate individuals with specific presentation and/or audio/video editing needs. Uses of Technology Design Studio spaces agree to adhere to all Library policies and procedures. Your signature indicates that you have read and agree to abide by the Robert W. Woodruff Library policies and rules of conduct.

Patron Signature: _____

Date: _____

Check-In

- No food or drink in studio
- Room in order & clean
- Mic, stand, computer, and interface box present

Remind user to come to TDS desk to check out

Library staff initials: _____

Date: _____

Check-Out

- Room in order & clean
- Mic & stand present
- Computer present
- Interface box present

Library staff initials: _____

Date: _____