



Sullivan County Board of Cooperative Educational Services

Distance Learning Network

6 Wierk Avenue Liberty, NY 12754-2116

Telephone (845) 295-4000 Fax (845) 295-3407

Email distancelearning@scboces.org



Video Conference Equipment Loan Form 2007-2008

Date(s) Requested: _____

Location(s) Required:

- Eldred CSD Fallsburg CSD Liberty CSD Livingston Manor CSD
- Roscoe CSD Sullivan BOCES Tri Valley CSD Other _____

Building: _____ Room: _____

Date: Beginning: _____ Ending: _____

Person Requesting: _____

Phone #: _____ Email: _____

Course / Name / Group: _____ No. of People: _____

Equipment:

- Polycom VSX7000 Tandberg Media Center
- Tanberg Science Lab Cart Tanberg Curator

Approval: Building Administrator: _____ Date: _____

Approved By: _____ Date: _____

(Elizabeth Huggler, Director of Distance Learning)

Any additional fees associated with an event will be billed back at cost. Distance Learning Network fees could include ISDN Program charges, line charges if applicable, satellite fees if applicable, technician support if applicable, and facilities fees if applicable.

Facilitators are the responsibility of each receiving site.

The office must be notified of cancellation at least 48 hours in advance.

Please fax **completed** form to 845-295-3407 or email a copy of **completed** form to distancelearning@scboces.org.

If you have any questions concerning the use of the Distance Learning Network, please contact Elizabeth Huggler, Director, Distance Learning at 845-295-4051.