

**Library Services  
REQUEST FOR NEW STUDENT EQUIPMENT**

Use this form when the Student Equipment required is NOT found in the SSVI Catalogue and you wish the LRC to consider purchasing it. Submitting this form does not guarantee the purchase of new equipment. It will be used for future planning. Please fill this form out completely and clearly.

The person submitting this request is the:  Specialized Teacher  School contact  
 Other Professional (please specify) \_\_\_\_\_

Submitted by: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Area Code) MM/DD/YY

**Student / School Information:**

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

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

School Jurisdiction: \_\_\_\_\_

**Equipment Requested: This information will be used to help us determine future interests**

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

Manufacturer: \_\_\_\_\_

Why should the LRC consider purchasing this piece of equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Do not use this form to request equipment already part of the lending service. To request existing equipment, please use the SSVI Catalogue, available online.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The personal information is collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purposes of providing the student with equipment and/or resources necessary to meet his/her educational programming needs and for the administration of the equipment and resource loan program. Should you have any questions please contact Barb Schram, Supervisor, Library Services. E-mail: [Barb.Schram@gov.ab.ca](mailto:Barb.Schram@gov.ab.ca) or phone: (780) 427-5218.

The LRC will only use this personal information to the extent necessary to enable the LRC to carry out its purpose in a reasonable manner as per section 39(4) of the Act.