Library Systems/Media Center
Mary and Jeff Bell Library

Request for Installation of Software

• The Bell Library staff will install software according to your specifications.
• Due to the number of software installation requests made, the Bell Library staff will contact you every semester to verify your usage needs.
• The Bell Library will install and maintain software but will not provide training.
• Please remember that it is the professor’s responsibility to train students in the usage of software.

Please provide the following information:

Software Title: _________________________________ Call No. ________

Professor: ______________________________________________________

Last Name First Name

Course No: ______________________________________________________

Course Title: __________________________________________________

Office Location: _________________ Telephone #: _____________________

Number of Students: ______

Computer/System Requirements:
OS: ________ Audio: ________ Minimum CPU Speed: _________
RAM Minimum: ___________ Number of Licenses: ___________
License Location: ______________________________________________
Any Special instructions: _________________________________________

____________________________________
Signature of Instructor/deliverer

________________________
Date

Installed by (Initials): _______ Installation Date: _____________