

Library 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: _____