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: ___________