Reserving Graphic Design Equipment

1. **Checkout@UIowa**
   1. Open the Checkout@UIowa app in your browser: http://checkout.uiowa.edu
   2. From the Select a Center menu, choose “Graphic Design”
   3. From the top right screen, click “Log In”
   4. Click “Next”

2. **Start New Reservation**
   1. Click on “Reservations” from the left-hand menu
   2. Click on “New Reservation”
   3. Make sure that the Group is the Graphic Design class you are enrolled in
   4. Choose a start date
   5. Click “Next”

3. **Choose Equipment**
   1. Items are organized by category. Scroll down until you find the category you are looking for.
   2. Choose the equipment you would like to reserve. Multiple category types of equipment can be selected; however, each category contains limits. Limits are shown at the top of each category.
   3. When you have selected everything, click “Next” at the bottom of the page.
   4. You’re done! You can now view all of your reservations, past and current.
Managing Your Reservations

IMPORTANT: Borrowers are only permitted 2 reservations in the system. This includes scheduled reservations to pick up items as well as items checked out to the borrower. When making the reservation please request all items needed for that designated reservation. Reservations beyond this limit will be deleted. Repeated violations of this policy may result in loss of equipment access.

1. My Reservations
   1. From the left-hand menu, select “Reservations,” and then “My Reservations.”
   2. Click on any column to sort.
   3. To delete a reservation, click on the red X next to the reservation. (Reservations can only be deleted before they have been picked up.)
   4. If you want to add something to a future reservation, you will either need to go to the equipment checkout in person to make a change, or you can delete the existing reservation and create a new one containing all of the needed items.

   ![My Reservations Table](image)

Picking Up & Returning Equipment

IMPORTANT: A reservation is not a guarantee of equipment availability. If you arrive to pick up your reservation and the previous borrower has not yet returned the equipment, the monitor will make every effort to assist you in checking out a similar item.

1. Picking Up Equipment
   1. All equipment must be picked up on the first day of the reservation period or it will be deleted from the system.
   2. You must present a valid student ID to pick up a reservation. Reservations will not be issued to other parties.
   3. You must arrive no later than 15 minutes before checkout closing to pick up a reservation.

2. Returning Equipment
   1. You must ALSO have a valid student ID to return a reservation. Reservations may NOT be returned by other parties.
   2. You must arrive no later than 15 minutes before checkout closing to return a reservation.
   3. **Equipment that is not returned on time will result in a late fee of $5/day (per item checked out.)**

   Late fees will be charged to your U-Bill at time of equipment return.