

Reserving 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 "School of Art & Art History-Equipment Checkout"
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. Group should correspond to your class enrollment
4. Choose Start Date and the End Date will automatically populate
5. Click "Next"

Checkout@Iowa Center: SAAH - Intermedia

Home
Admin Homepage

Reservations
New Reservation
My Reservations
All Reservations

Items

New Reservation

Group
Your Class Name

Start Date
08/23/2016

End Date
08/26/2016

Next >>

Reservation pick-up date

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.

General - INTM Video		Limit: 1	Show/Hide
<input type="checkbox"/>	Vixia HF G10 Camcorder		I03-Vix-09
<input type="checkbox"/>	Vixia HF G10 Camcorder		I03-Vix-05
<input checked="" type="checkbox"/>	Vixia HF G10 Camcorder		I03-Vix-13
<input type="checkbox"/>	Vixia HF G10 Camcorder		I03-Vix-07
<input type="checkbox"/>	Vixia HF G10 Camcorder		I03-Vix-04
<input type="checkbox"/>	Vixia HF G10 Camcorder		I03-Vix-08

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. Exception to this rule: Sculpture & Intermedia students are permitted one extra individual hard-drive reservation.

1. My Reservations

1. From the left-hand menu, select “Reservations,” and then “My Reservations.”
2. To delete a reservation, click on the red X next to the reservation.
3. If you want to add something to a future reservation, please send an email to the Studio Specialist kimberly-maher@uiowa.edu requesting the additional items, or you can delete the existing reservation and create a new one containing all of the needed items.

My Reservations						
Show 50 entries			Search: <input type="text"/>			
ID	Equipment	Start Date	End Date	Actions		
57	Canon Rebel T4i + 18-135mm lens	Scheduled: 07/29/2016 12:01 AM Actual: 07/29/2016 11:36 AM	Scheduled: 08/01/2016 11:59 PM Actual: 08/02/2016 9:33 AM			
58	Canon Rebel T4i + 18-135mm lens	Scheduled: 07/29/2016 12:01 AM Actual: 07/29/2016 11:40 AM	Scheduled: 08/01/2016 11:59 PM Actual: 08/02/2016 9:32 AM			
60	Canon Digital Rebel EOS	Scheduled: 07/29/2016 12:00 AM Actual: 07/29/2016 11:58 AM	Scheduled: 08/05/2016 11:59 PM Actual: 08/02/2016 10:26 AM			
10091	Vixia HF G10 Camcorder	Scheduled: 08/12/2016 12:01 AM Actual:	Scheduled: 08/15/2016 11:59 PM Actual:			
10092	SMS8 Vocal Microphone + Canon Rebel T2i + 18-135mm lens	Scheduled: 08/12/2016 12:01 AM Actual:	Scheduled: 08/15/2016 11:59 PM Actual:			

Showing 1 to 5 of 5 entries

Previous 1 Next

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, staff will make every effort to notify you and assist in checking out a similar item.

1. Picking Up Equipment

1. During the pandemic, all equipment will be issued by appointment or through a locker exchange system.
2. Reservations made before Monday 5 pm will be available for pick up in the locker Tuesday after 5 pm
Reservations made before Wednesday 5 pm will be available for pick up in the locker Thursday after 5 pm.
Students are welcome to collect any time the building is open (7 am – 10 pm) based upon the delivery schedule
3. Students should inspect the equipment prior to taking it home to ensure it is in working order and all of the items are provided in the kit as noted on the equipment tag.

2. Returning Equipment

1. All equipment must be returned to the locker by the **due date noted in the application reservation**. Alternatively, if the item is too large to fit in the locker, you must arrive within 10 minutes of your scheduled return appointment.
2. **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. In the event that the SAAH requires an immediate shut-down due to COVID-19, all reasonable efforts must be made prior to leaving town to safely return equipment upon directive of the Instructor or Studio Specialist or replacement fees may be applied.