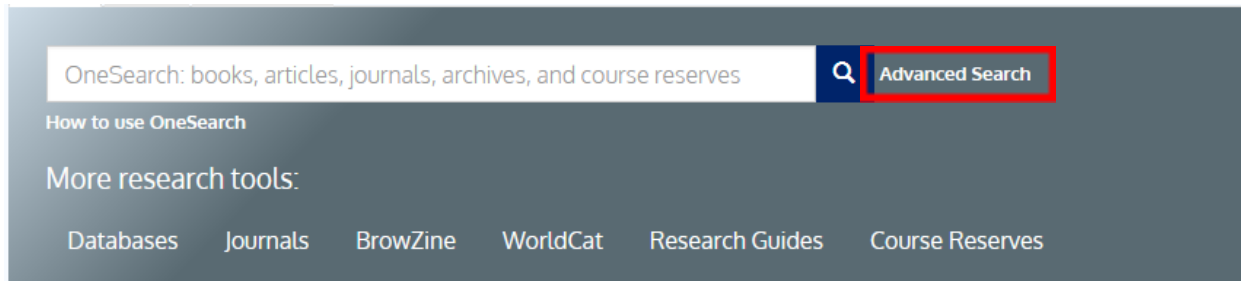


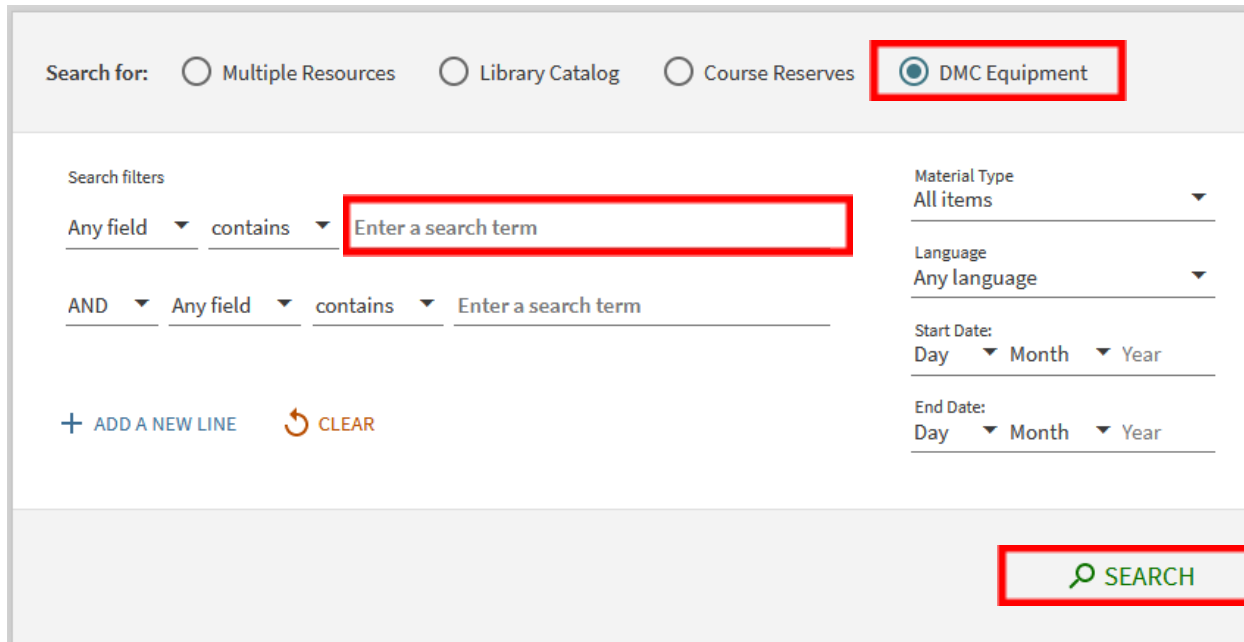
DMC Equipment Reservation Guide

1. Accessing Advanced Search



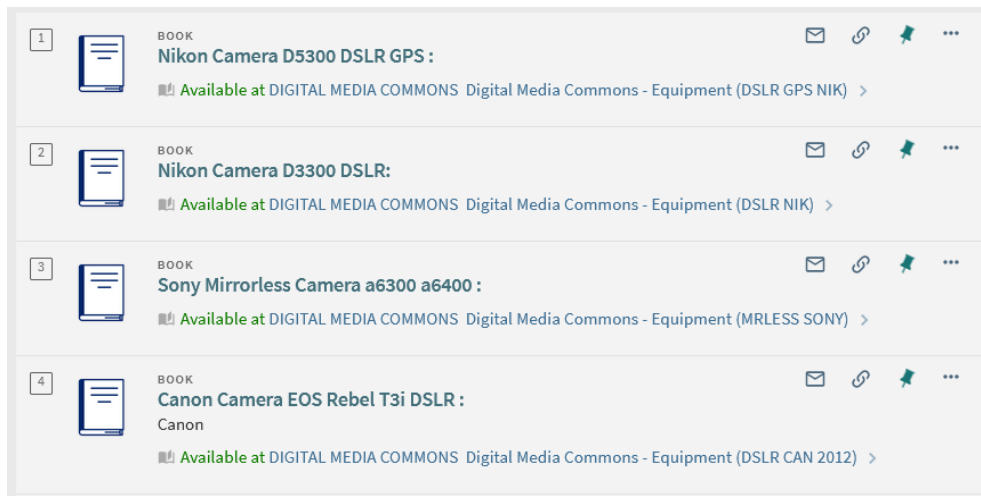
- Start on the homepage at library.rice.edu and find the search banner shown above
- Click on Advanced Search

2. Finding Your Equipment

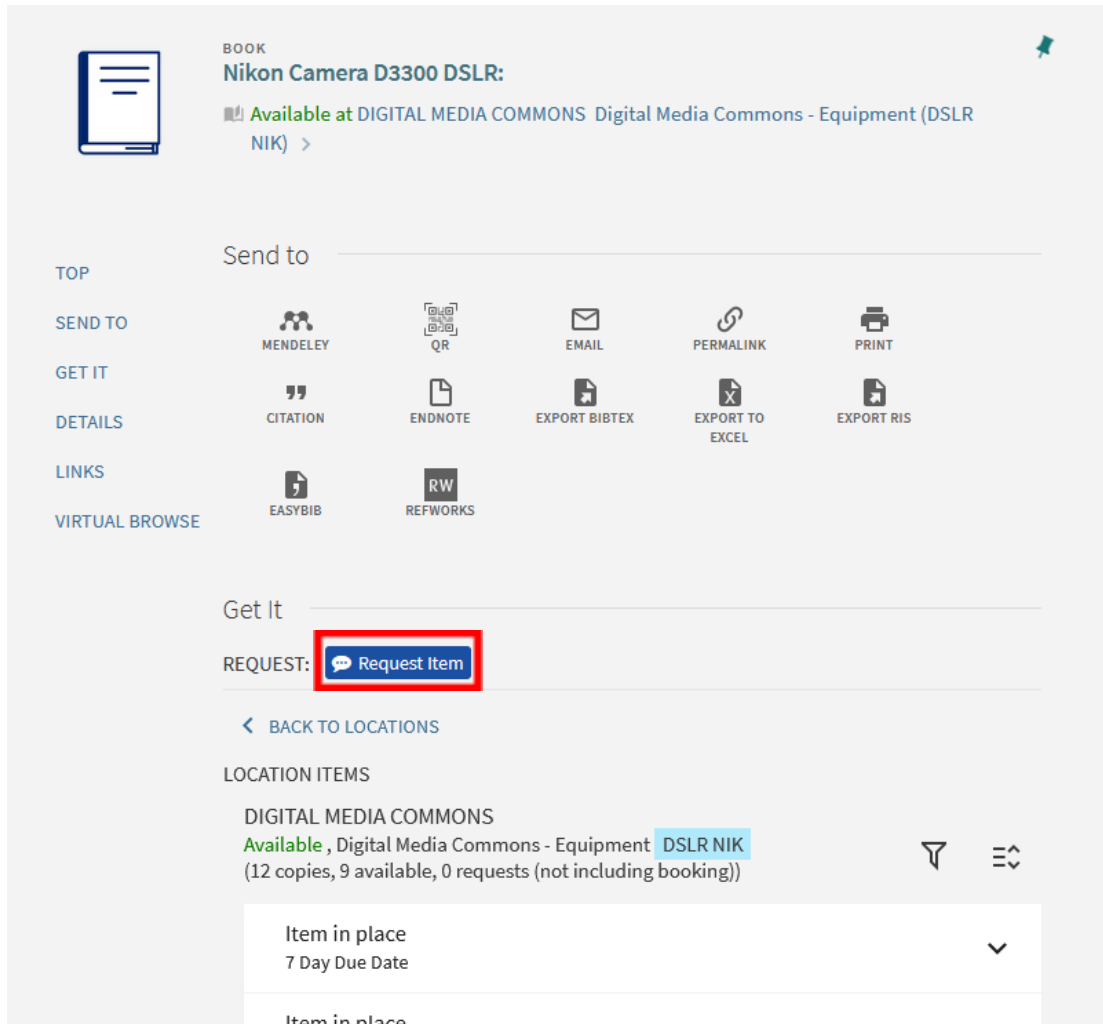


- First select the DMC Equipment filter
- Click on the space noted by "Enter a search term" and type in whatever item you are searching for
(For a complete list of DMC equipment, go to <https://library.rice.edu/equipment-checkout>)
- Click Search and a list of DMC equipment will appear below the search panel

3. Reserving Your Item



- Select your equipment from the listing and sign in using your Rice NetID.



- Click the *Request Item* box

The screenshot shows a 'Request' form with a sidebar on the left containing 'Pickup Location DIGITAL MEDIA COMMONS' and 'Material Type Equipment'. The main form area has a 'Check Availability' section with 'Start Date' and 'End Date' fields, each with a calendar icon, a 'Date' input, and 'Hour' and 'Minute' dropdown menus. Below these is a 'Comment' text area, a 'RESET FORM' button with a circular arrow icon, and a green 'SEND REQUEST' button with a right-pointing arrow icon. Red boxes highlight the 'Start Date' and 'End Date' labels, and the 'SEND REQUEST' button.

- Under *Start Date*, choose the date you would like to begin your reservation from the calendar's pop up window
- Choose the time of day by using the *Hour* and *Minute* drop down boxes
- Similarly choose the date that your reservation will end under the *End Date* section
- Note:
 - o **Reservation is up to one month in advance and 7 days at a time.**
 - o Your reservation will not go through if the length of the reservation exceeds the limit of allotted time set for that item or if there is a conflict of availability with another request on that item
- Click *Send Request*.
 - o You will see a message in green like below indicating your reservation has been fulfilled.

Your request was successfully placed

- Or you will see a message in red like below indicating your reservation failed.

Failed to save the request: Request conflicts were found.

- Under your library account, go to My Requests, you can view all your equipment reservations and cancel any reservations.

OVERVIEW LOANS **REQUESTS** FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Requests Request type Sort by

3 requests

1	Canon Camcorder Vixia : Canon	BOOKING. 07/15/2021, 16:00 - 07/22/2021, 16:00 Pick up: DIGITAL MEDIA COMMONS	X CANCEL	▼
2	Velbon Tripod Videomate 607 :	BOOKING. 07/23/2021, 10:00 - 07/30/2021, 10:00 Pick up: DIGITAL MEDIA COMMONS	X CANCEL	▼
3	Velbon Tripod Videomate 607 :	BOOKING. 07/23/2021, 10:00 - 07/23/2021, 15:00 Pick up: DIGITAL MEDIA COMMONS	X CANCEL	▼

4. Checking Availability

Request

Check Availability

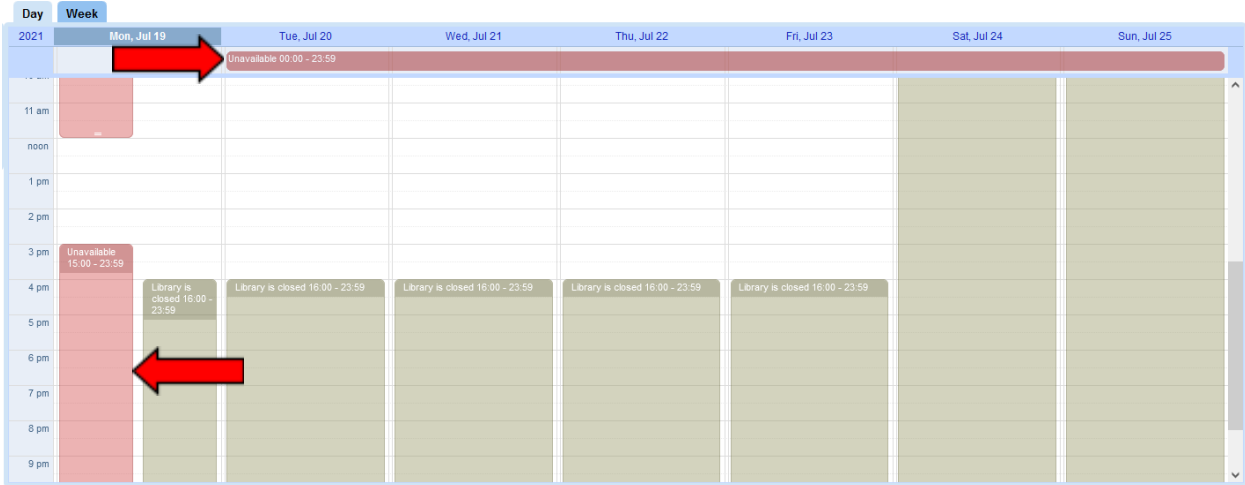
Pickup Location
DIGITAL MEDIA
COMMONS

Material Type
Equipment

Start Date
Date Hour Minute

End Date
Date Hour Minute

- *Select Check Availability*



- If the item is unavailable, there will be red boxes highlighting when the equipment has already been reserved
- If the item is unavailable for the whole day, there will simply be a box at the top labeled *Unavailable 00:00-23:59*