

Equipment Self-Booking in the Library Catalog

Please note:

- **Reservation is up to 30 days in advance and 7 days at a time.**
- For a complete list of the DMC equipment and detailed item descriptions, click [here](#).

1. Search DMC equipment using Advanced Search

- Start on [the library homepage](#)
- Click on [Advanced Search](#)
 - Search for DMC Equipment

Search for: ☐ Multiple Resources ☐ Library Catalog ☐ Course Reserves ☒ DMC Equipment

Search filters

Any field contains camera

AND Any field contains Enter a search term

+ ADD A NEW LINE CLEAR

Material Type: All items

Language: Any language

Start Date: Day Month Year

End Date: Day Month Year

Any field contains camera SEARCH

- Click Search and a list of DMC equipment will appear below the search panel
- [Browse DMC Equipment](#)
- Click on [BROWSE](#) button on the advanced search interface

NEW SEARCH DATABASES A-Z BROWSE JOURNALS RESEARCH GUIDES RICE THESES & DISSERTATIONS ...

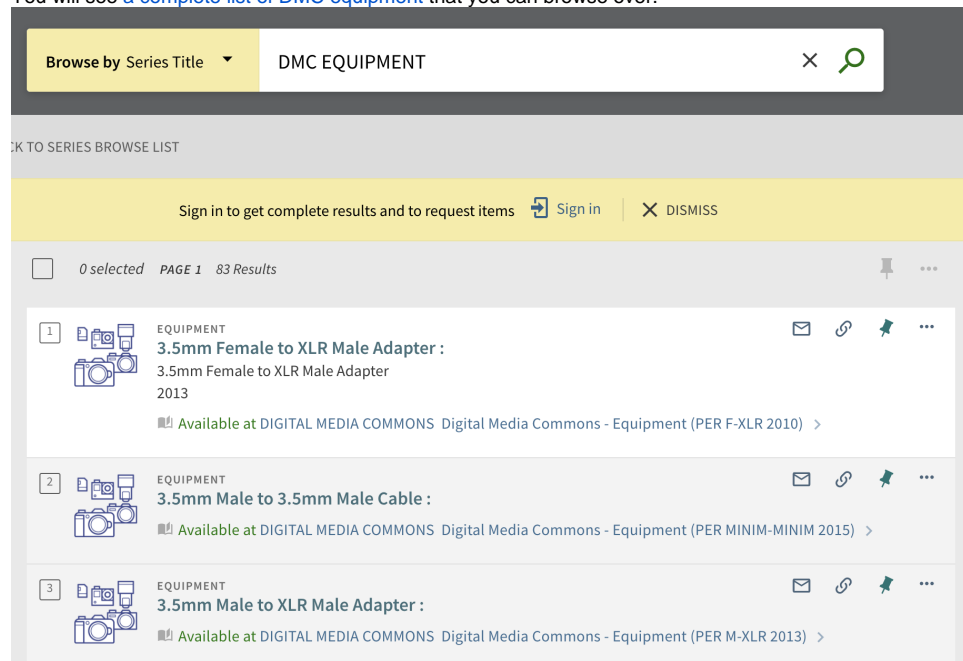
Browse our collection

Select Browse by Series Title and type in "DMC EQUIPMENT", select DMC EQUIPMENT on the search result.

Browse by Series Title DMC EQUIPMENT

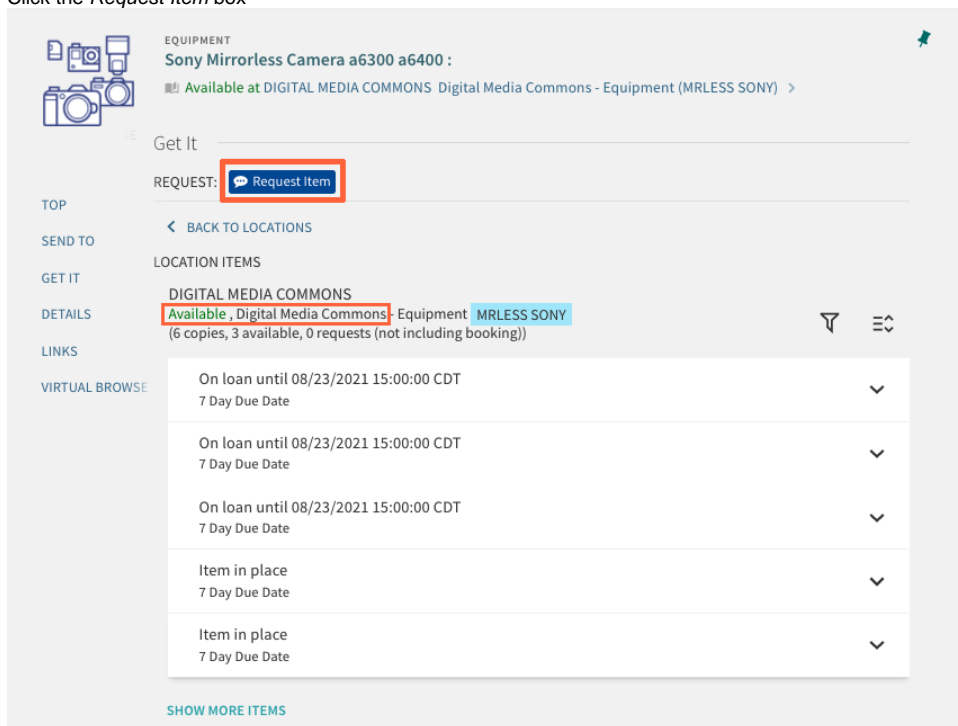
| | |
|---------------|--------------|
| DMA TR ; | 1 record |
| DMC EQUIPMENT | 20 + records |

- You will see a complete list of DMC equipment that you can browse over.



2. Reserve Your Item

- Select your equipment from the listing and sign in using your Rice NetID.
- Click the *Request Item* box



- Reservation is up to one month in advance and 7 days at a time.**
- 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

Request

Pickup Location
DIGITAL MEDIA
COMMONS

Material Type
Equipment

Check Availability

Start Date

Date

Hour

Minute

End Date

Date

Hour

Minute

Comment

RESET FORM

SEND REQUEST

- Note: 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*.

- 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.

3. Check Availability

- Select *Check Availability*

Request

Pickup Location
DIGITAL MEDIA
COMMONS

Material Type
Equipment

Check Availability

Start Date

Date
Hour
Minute

End Date

Date
Hour
Minute

Comment

RESET FORM

SEND REQUEST

- 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*

Note: You **can not** select a reservation date and time on this *Check Availability* calendar. The calendar allows you to view the equipment status. It does not let you choose a date or time for reservation.

Tips and tricks

- If the calendar buttons are missing from the Request Item window, make the browser window bigger to bring back the calendar buttons so that you can select a reservation date.

Check Availability

Start Date

| 15 00

End Date

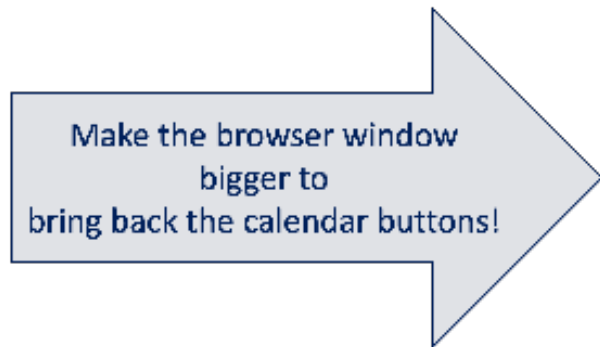
| 15 00

Comment

RESET FORM

SEND REQUEST

Both the Calendar button
& the line are missing.



Check Availability

Start Date

09/20/2021 15 00

End Date

09/24/2021 15 00

Comment

RESET FORM

SEND REQUEST

This looks correct.