

Hello All –

This email is intended to give a quick summary of the equipment checkout and check-in process. Because equipment is often scheduled for checkout during lab time in the evening, you will likely be responsible for this procedure at some point.

In Gary's office, there is a computer with a barcode scanner attached. Every piece of equipment that is being taken out or returned needs to be scanned and recorded. The process is fairly straightforward, and there is a how-to guide posted on the wall above the computer. A copy can also be found in the "crew" section of our website.

If you use the "research" computer in Studio B to look at the reservation system, you will be able to click on any reservation and see the comments submitted by the student, as well as any reply from the management.

If, upon scanning the equipment for checkout, the computer tells you that it isn't scheduled to go out, or if the name that it displays isn't the name of the person taking the equipment, DO NOT let the equipment go out. If there has been a genuine mix-up, refer the person to Gary for further assistance. The bottom line is that if the computer won't let you complete the checkout, you must not let the equipment leave.

When a person needs to check out either "Assorted Grip Equipment" or "Other", scan the relevant barcode on top of the computer monitor. The screen should display a list of the individual items scheduled to go out. If anything is changing from that list, note it in the comments section.

When equipment is being returned, make sure you look over each item to be sure it isn't damaged. You will need to check a box on the screen attesting to the fact that you have done so before you can finish the check-in.

This system is designed to provide security for both the students and the staff. If the guidelines aren't followed, we can end up with damaged or missing equipment, and no record of who is responsible.

If you have any further questions, or want to be walked through the process, contact Gary or myself.

-Colin