EQUIPMENT BOOKING: FACULTY GUIDELINES

What equipment is available?

- View an equipment list and user manuals on the Faculty Resources LibGuide.

How do I book equipment?

- Complete and submit the Equipment Booking form at www.methodistcollege.edu/forms

When should I book equipment?

- Book equipment as soon as you know when you will need it and at least 24 hours in advance.

What should I do if I need equipment but did not book in advance?

- Call the library at 402-354-7251 or come to the library to see if the equipment is available. We will try to accommodate last minute requests but we cannot guarantee equipment availability.

Where will I pick up equipment?

- When the library is open, pick up equipment at the circulation desk.
- If the library is closed at your booking time, go to the Clark Center front desk and ask Security to retrieve the equipment from the library.

Where will I return equipment?

- When the library is open, return equipment to the circulation desk.
- If the library is closed, go to the Clark Center front desk and ask Security to return the items to the library. Do not leave equipment unattended.

What are the library’s operating hours?

- John Moritz Library’s hours are posted on the Library FAQ LibGuide.

Please return equipment promptly.

General Questions/Comments: Call the Circulation Desk at 402-354-7251.

For assistance with setup or if hardware installation is required: Send email to NMCHelp@methodistcollege.edu or call EdTech at 402-354-7008.

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