How To Book UGL Loanable Technology

Step-by-step guide

1. **Your i-card must be valid and active in order to use our equipment.** Please check this before proceeding with your booking. See end of document for more info. Thank you!

2. On the Loanable Tech webpage, find the item you are looking for by selecting a pictured group, selecting the “click here” link, or by navigating directly to https://uiuc.libcal.com/reserve/equipment/mclt

3. Browse all items, or narrow down by category or a specific search term
4. Once you decide which item you would like to book, you can click on the “Availability” link or the “More Details” link.

5. Locate the availability grid and select a **green box** for the day you wish to pick up the item. 
   **Note:** You may only select a day if it is green. **Red**=booked and **white**=unavailable or **UGL is closed**
   **Helpful hint:** plan ahead and make sure you have time to charge batteries and practice with equipment!

6. Once the first day of the booking is selected, scroll down to the bottom of the page to view the details of the booking. **Keep in mind that tech must be picked up the first day of the booking.**
7. Select the date you want the item to be due.

Note: The due date for general loanable tech will automatically be set to the max 10 days after the pick up date. Loan periods may differ based on availability and category.

Note: The due time will be set based on Loanable Technology Desk hours and is not customizable by the user.

8. Select either "Add to Cart" or "Add to Cart & Checkout"

Add to Cart: Select this option if you have more items you want to pick up on the same date as the current item.

Add to Cart & Checkout: Select this option if this is the only item, or the final item in your booking.

**NOTE** Once you add an item, clicking the back button in your browser may not clear this item from your cart. This will affect your pickup date options for other items (all items in a booking must have the same pickup date) and may prevent you from selecting a different item from the same category. Either delete the item from your cart, or exit your browser and start over.
9. Once you’re ready to checkout, make sure to read over the Loanable Technology Terms and Conditions. Click "Continue" to agree to the terms and conditions and proceed with checkout, or click “Add Another Booking” to add items.

10. Type in your name, UIUC email address, Library barcode number (located on the front of your i-card) and answer the questions (all fields are required). Select "Submit My Booking".

   **NOTE:** Only @illinois.edu email addresses will be allowed to make bookings. Your i-card must be valid and active in order for us to fully process your booking. No exceptions.
11. The confirmation screen will remind you of the details of your booking. You should also receive an email to your @illinois.edu email address with information about pickup.

*Bookings expire if unclaimed by the end of the first day of the booking, so make sure to check the Loanable Tech homepage for our current hours!*

*If you need to change the pickup date, cancel the booking using the link in your confirmation email and make a new booking.*

If you need to check the status of your i-card, please contact the ID Center or Main Library

ID Center https://icard.uillinois.edu/public/urbana-idc.cfm

Main Library (Central Access Services) https://www.library.illinois.edu/mainstacks/