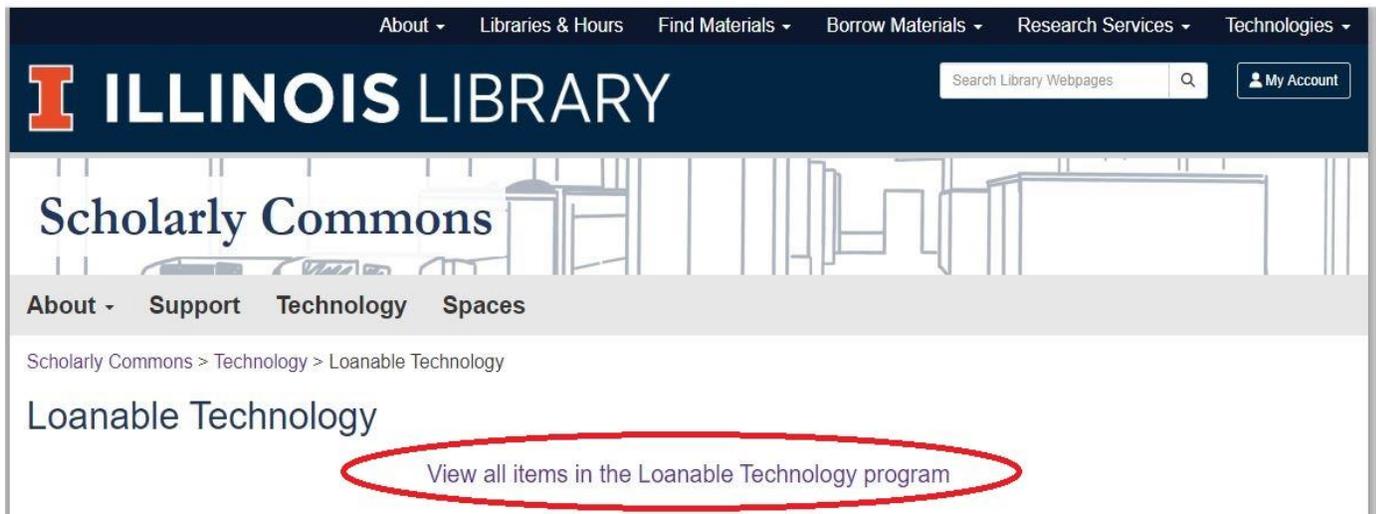


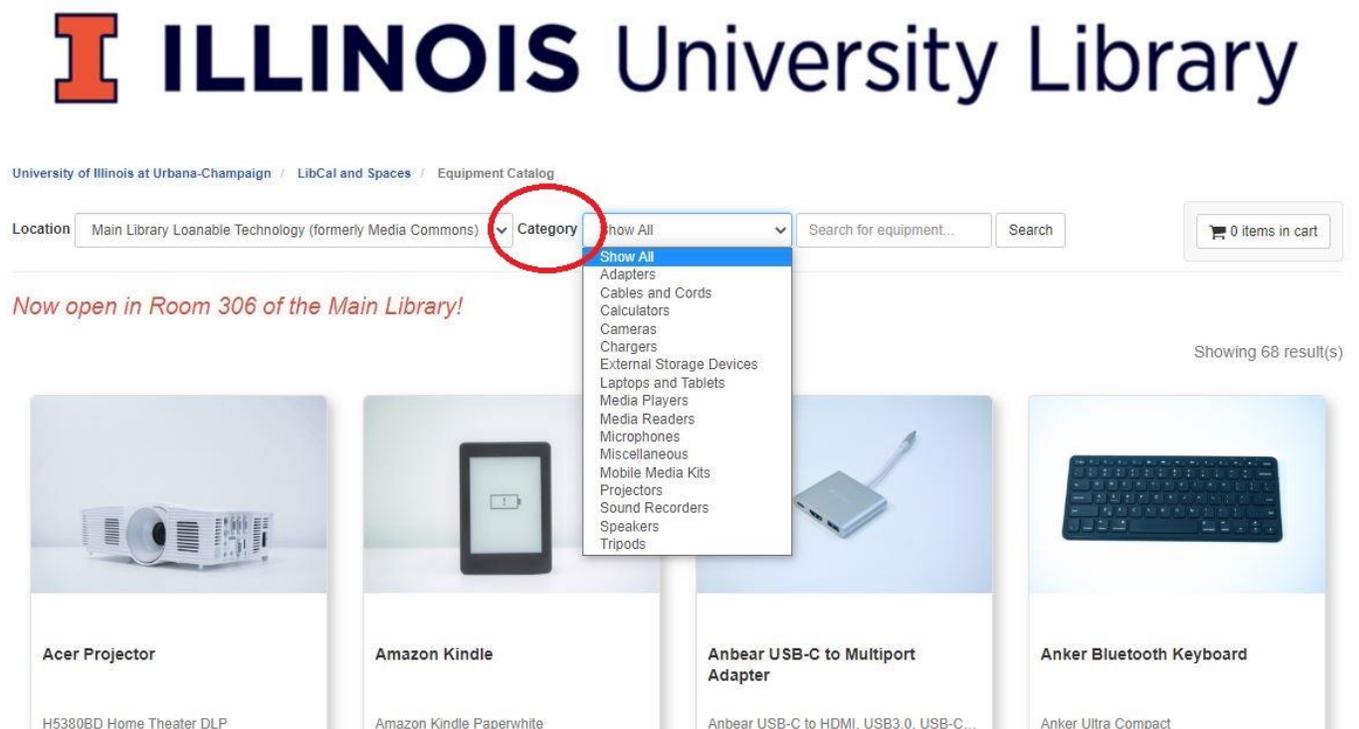
# How To Book Main Library Loanable Technology

## 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 "View all..." 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



- Once you decide which item you would like to book, you can click on the “Availability” link or the “More Details” link.

**I ILLINOIS University Library**

University of Illinois at Urbana-Champaign / LibCal and Spaces / Equipment Catalog

Location: Main Library Loanable Technology | Category: Projectors | 0 items in cart

Search for equipment... Search

Showing 2 result(s)



**Acer Projector**  
H5380BD Home Theater DLP

[Availability](#) [More details](#)



**Optoma Projector**  
HD1425X LCD

[Availability](#) [More details](#)

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- 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 or black=booked and white=unavailable or Room 306 is closed  
*Helpful hint: plan ahead and make sure you have time to charge batteries and practice with equipment!*
- 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.*

Go To Date: < >

Items	We 15	Th 16	Fr 17	Sa 18	Su 19	Mo 20	Tu 21	We 22	Th 23	Fr 24	Sa 25	Su 26	Mo 27	Tu 28	We 29	Th 30	Fr 1	Sa 2	Su 3
Current Item																			
Optoma Projector	Red																		
Optoma Projector, c.02	Red																		
Optoma Projector, c.03	Red																		
Optoma Projector, c.06	Red																		
Optoma Projector, c.07	Green																		
Optoma Projector, c.08	Red																		
Other Items in this category																			
Acer Projector	Red																		
Acer Projector, c.02	Red																		
Acer Projector, c.03	Red																		
Acer Projector, c.04	Red																		
Acer Projector, c.05	Red																		
Acer Projector, c.07	Red																		
Acer Projector, c.08	Red																		

■ Available   
 ■ Your Booking   
 ■ Unavailable/Padding



**Optoma Projector, c.07**

**From:** 11:00am Wednesday, September 15, 2021

**To:** 8:00pm Saturday, September 25, 2021 [Change Return Date](#)

[Add to Cart](#) [Add to Cart & Checkout](#)

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.

The screenshot shows a booking interface for an Optoma Projector, c.07. The booking details are as follows:

- Item:** Optoma Projector, c.07
- From:** 11:00am Wednesday, September 15, 2021
- To:** 8:00pm Saturday, September 25, 2021

A calendar for September 2021 is overlaid on the interface, showing the dates from the 29th to the 2nd. The date 25th is highlighted. A red circle highlights the "Change Return Date" button, which is located next to the "To:" date.

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.

The screenshot shows the same booking interface for an Optoma Projector, c.07. The booking details are as follows:

- Item:** Optoma Projector, c.07
- From:** 11:00am Wednesday, September 15, 2021
- To:** 8:00pm Saturday, September 25, 2021

Red arrows point to the "Add to Cart" and "Add to Cart & Checkout" buttons. The text "Add more items" is written in red next to the "Add to Cart" button, and "Ready to checkout" is written in red next to the "Add to Cart & Checkout" button.

**\*\*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.

## Booking Details

Item	Category	From	To	
 Optoma Projector, c.07	Projectors	11:00am Wednesday, September 15, 2021	8:00pm Saturday, September 25, 2021	<a href="#">Remove</a>

[Media Commons Loanable Technology: Terms & Conditions](#)

Overdue Fines: \$15/day

By clicking "Continue", I agree to the Terms and Conditions.

[Optoma Projector, c.07: Terms & Conditions](#)

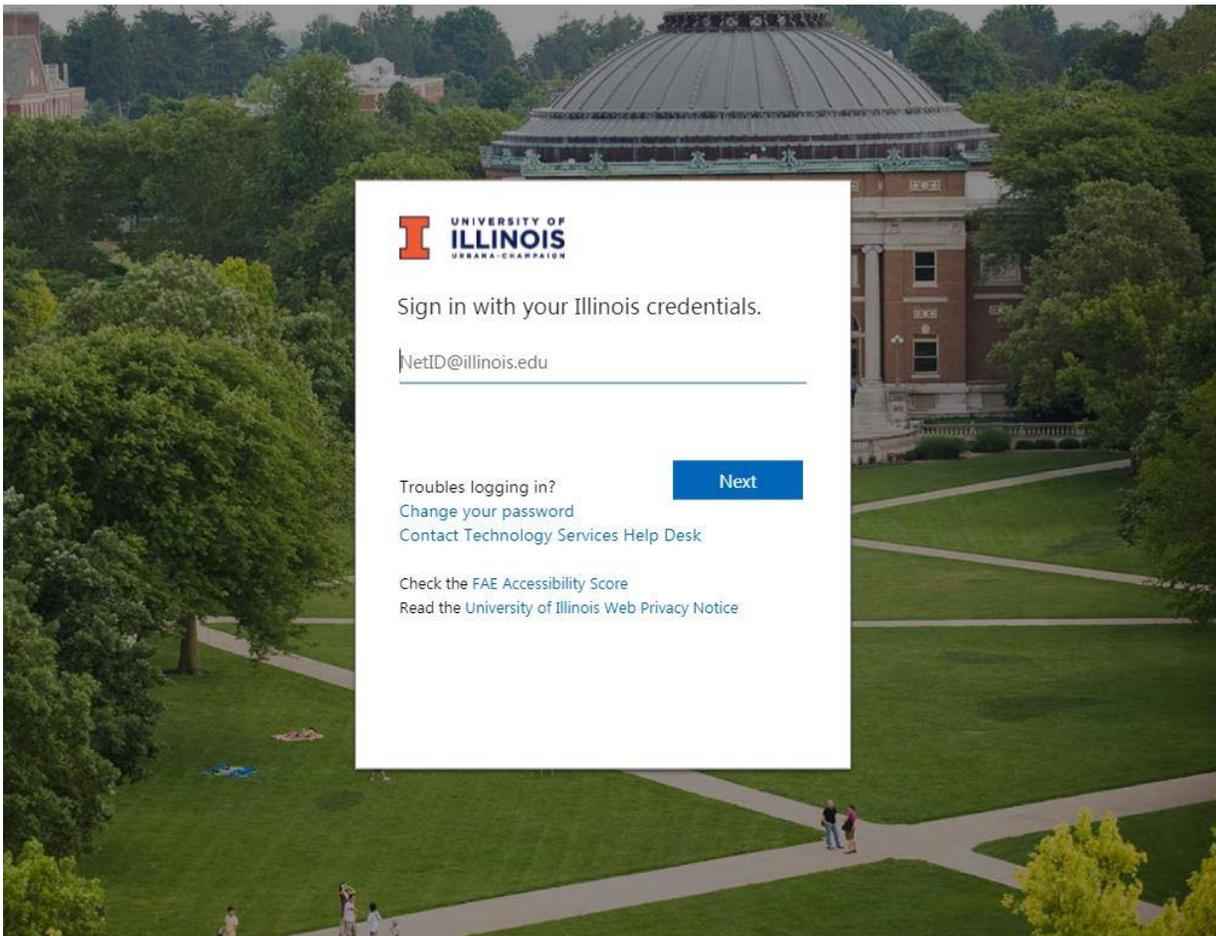
- Replacement cost: \$1000



[Continue](#)

[Add Another Booking](#)

10. Using your UIUC netID and password, sign in when prompted



11. On the Booking Details page, type in your Library barcode number (located on the front of your i-card) and answer the questions (all fields are required). Select "Submit My Booking".

**NOTE: Your i-card must be valid and active in order for us to fully process your booking. No exceptions.**

# I ILLINOIS University Library

University of Illinois at Urbana-Champaign / LibCal and Spaces / Media Commons Loanable Technology / Equipment Checkout

Your Name - Logout

## Booking Details

Item	Category	From
 Optoma Projector, c.06	Projectors	11:00am

Fill out this form to complete the booking.

Full Name Your Name

Email yourname@illinois.edu

Library ID number (on your i-card, bottom right corner by "Library") \*

2011139...

I-Card verification \*

I verify that I am a currently enrolled student.

I verify that I am affiliated with the University of Illinois and have an active i-card.

What is this project for? \*

Select...

Please provide more specific information about the above question (which Class, RSO, Department, etc) \*

Submit my Booking

Logout



12. 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.*

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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/>