Ways Students Can Check Out Computer Equipment from the Library

Method 1: Walk-up

- Patron brings Bobcat Card to Circulation Desk and requests checkout.
- If equipment is available/ready, Library staff retrieves equipment.
- Patron completes the Equipment Contract (https://gcsu.libwizard.com/f/rental-contract).
- Library Staff checks out equipment to patron.

- Usual circulation period is 7 days.

Method 2: Reservation Request

- Patron makes a reservation request online using Library website (https://gcsu.libcal.com/equipment?lid=2727&gid=7413).
- Patron brings Bobcat Card to Circulation Desk and requests checkout.
- If equipment is available/ready, Library staff retrieves equipment.
- Patron completes the Equipment Contract (https://gcsu.libwizard.com/f/rental-contract).
- Library Staff checks out equipment to patron.

- Usual circulation period is 7 days.

Method 3: Extended Checkout Request

- Patron submits an extended checkout request via form on Library website (https://gcsu.libwizard.com/f/extended_checkout).
- Library staff review the request, check to see if equipment is available. If so, Library staff confirm request with patron.
- Patron brings Bobcat Card to Circulation Desk and requests checkout.
- If equipment is available, Library staff retrieves equipment.
- Patron completes the Equipment Contract (https://gcsu.libwizard.com/f/rental-contract).
- Library Staff checks out equipment to patron.
- Circulation period is variable, depending upon the amount of time requested and/or approved.

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