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.
- 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](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.
- 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](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.
- Library Staff checks out equipment to patron.
- Circulation period is variable, depending upon the amount of time requested and/or approved.