

AV Checkout Process

1. Get in contact with AV services about what piece of equipment needed for checkout.
2. Ask how long they need the item. (More than one month use long term equipment)
3. Write out a checkout slip and put in our file system under the day they are going to pick it up.
4. Check to make sure everything is included with what you are loaning out.
5. On the day before pickup put the checkout card with the item that is being loaned out and put it on the front desk.
6. When the person comes in to pick up the item they will fill out the highlighted sections.
7. Explain how to use the equipment if they don't know how to use it.
8. Place the card under the file with the letter of the person's last name.
9. If they are late call them the day after the due date to confirm a return.
10. When they bring the item back make sure everything is there.
11. Put the item back in its proper location.
12. Take the card and check it off as returned.
13. With a marker write how many days it was out.
14. At the end of the month take all the cards and put data in the checkout spreadsheet.