Video Booking Pickup

The faculty arrives to pick up their booked material

Staff retrieves it from the booking shelf and checks it out using the check out booking wizard in Workflows

Faculty returns the video

Staff discharge the video and send it to reshelving
Video Booking

Faculty calls or walks in to make a booking

Staff collects reservation information (Name, start date, end date, item number)

Staff checks calendar to make sure the dates are valid

Staff enters the information in Workflows

Patron receives notification of confirmed Booking

Faculty fills out online form to make a booking 1 week in advance

Staff checks the email account in the morning and afternoon to retrieve forms entries

Staff checks calendar to make sure the dates are valid

Staff enters the information in Workflows

Staff moves the email from the inbox to the saved folder