



Reserving Equipment or Rooms

Go to <http://eaulib.wisconsin.edu/vwebv/patronRequests>

Login to the system using your UWEC username and password.

Click on Student Equipment and Room Reservations.

[Student Equipment and Room Reservations](#)

Select the piece of equipment or room that you would like to reserve. The maximum length of time that an item can be reserved is listed after the name of the item.	Select Equipment or Room Camera, Still - SLR (up to 7 Days) Camera, Video - Tape (up to 7 Days) Laptop, Windows (up to 7 Days)
Select a start date and time AND an end date and time.	*Start Date and Time <input type="text" value="2010-09-02 09:00:00"/> 
Ignore: Pick Up At, Deliver To and Equipment in Room.	*End Date and Time <input type="text" value="2010-09-02 09:00:00"/> 

Click on Check Schedule This checks to see if the item requested is available at the time you have selected.	<input type="button" value="Check Schedule"/>
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IF the item can be reserved you will see Booking is Available NOTE: This does NOT create the reservation. Review your selections to ensure the item, dates and time are correct.	<input type="button" value="Booking is Available"/>
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Click on Place Booking	<input type="button" value="Schedule"/> <input type="button" value="Place Booking"/> <input type="button" value="Cancel"/>
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Your reservation is not complete until you see Reservation Confirmation and the details of the reservation. Please take a moment to review your reservation to ensure that your reservation has the correct item, dates and times.	Reservation Confirmation
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Please note all reservations are subject to equipment availability.

If you have questions about the student equipment checkout program or need help with a reservation please call the Equipment Checkout desk at 715-836-3856.