Equipment Rentals for ISL Student Organizations

USING LIBRARIAKA
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Introduction

Librarika is used for all equipment rentals. This includes:

- Equipment provided by ISL
- Equipment purchased by individual orgs that is inventoried and stored per UGA/SAF policy
- Tri-Fold Boards

Organizations and/or student org members checking items in/out must create member log-ins.

Use this guide to walk you through the system. If you have further questions, please email ISL@UGA.EDU.
Librarika Features

• Online equipment catalog with pictures
  • Includes separate categories for ISL Equipment, Inventoried Student Org Equipment, and Tri-Fold Boards

• Online availability and check-out requests

• Member log-in for quick item requests and the ability to see current requests and check-out history

• Automatic reminders to pick up or return items via email
Membership
Request membership and log-in by emailing isl@uga.edu or stopping by 210A.

You will receive an email to confirm your membership.

Limit equipment rentals to one master account for your org or only a few org members.

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Example of membership request confirmation email

Mon 6/26/2018 10:15 AM  

system@libarika.com  

Invitation To Join "ISL Equipment Library"  

To: Linden Mathis  

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

LIBRARIAK ILS  

Join "ISL Equipment Library" at Libarika  

Dear Linden Mathis,

You have been officially invited to join our library. By joining the library, you will be able to access our library catalog online, send bookings requests, loan books and do other activities that is made available only to our members. Hope you will enjoy your journey with us.

Please click on the following link to join now:

https://ISLEquipment.libarika.com/members/join/284693-9ae2b1f16f8716c244f215f423423dc

If you get this email by mistake, or you do not intend to join, please simply ignore this message.

Best Regards,

ISL Equipment Library  

https://ISLEquipment.libarika.com

Example of membership request confirmation email
Navigation and Equipment Requests

1. Searching for equipment
2. Requesting Items
3. View current requests and history
Log-In.

On the Dashboard, select Catalog to search for items.
- The next slides will go over 3 preferred methods of searching for equipment items once you are in the Catalog section.
3 Options for Searching for Equipment

**Option 1: Browse**

1. SCROLL THROUGH ALL ITEMS AND SELECT TO OPEN DETAILED VIEW

2. ONCE YOU HAVE DETERMINED YOU WOULD LIKE TO CHECK OUT THE ITEM, SELECT “REQUEST”
3 Options for Searching for Equipment

Option 2: Search Bar

1. SELECT “SEARCH CATALOG”
2. TYPE IN THE SPECIFIC ITEM NAME. IN THIS EXAMPLE, WE USED “COOLER.”
3. SELECT ITEM AND CLICK REQUEST.
3 Options for Searching for Equipment

Option 3: Category

BEST FOR INVENTORIED STUDENT ORG EQUIPMENT OR TRI FOLDS.
1. SELECT “CATEGORIES”
2. SELECT THE CATEGORY. BROWSE ITEMS IN SPECIFIC CATEGORY.
3. Select Item and click request.
Requesting Items

Check In/Out dates need to be within open office hours (Monday- Friday).

ONCE YOU HAVE VIEWED YOUR ITEM, CLICK THE REQUEST BUTTON.

ENTER CHECK IN/OUT DATES AND SUBMIT REQUEST.
(NOTES ARE OPTIONAL)
Return to Dashboard and select “My Account” to review current booking status and booking history.
Reminder Emails and Picking Up/Dropping Off Items
Reminder Emails

You will receive the following email reminders:

- Upcoming reservation
- Reserved item is due back to ISL
- Overdue Items - Please return ASAP
Picking Up Items

Once your request has been approved, you will receive an email to confirm your reservation.

- Visit 210A Memorial Hall to pick up your item(s) during business hours (Monday-Friday 8:30 am-4:30 pm).
- Either a staff member or office assistant will assist you when picking up your items.
- If you make a last minute request, please stop by the office or call 706-542-5867 to confirm your request.
Returning Items

It is your responsibility to:

• Return items to 210A once you are finished with them.
  • ISL Staff will not check your 229 office space nor pick up items in your 229 office space.

• Return your items ON TIME in the condition you received them.
  • Please alert us to any damages.
  • All coolers MUST be cleaned and DRIED thoroughly upon return.

If you are unable to return items by the due date, please contact us at isl@uga.edu, 706-542-5867, or in person in 210A.

• Please be considerate, as other organizations may need these items.
• With individual org’s inventoried equipment, you will still need to contact us. We need to be able to locate these items at all times per UGA/SAF policy.