

# Equipment Rentals for ISL Student Organizations

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USING LIBRARIKA

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# Introduction

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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](mailto:ISL@UGA.EDU).

# Librarika Features

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- 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

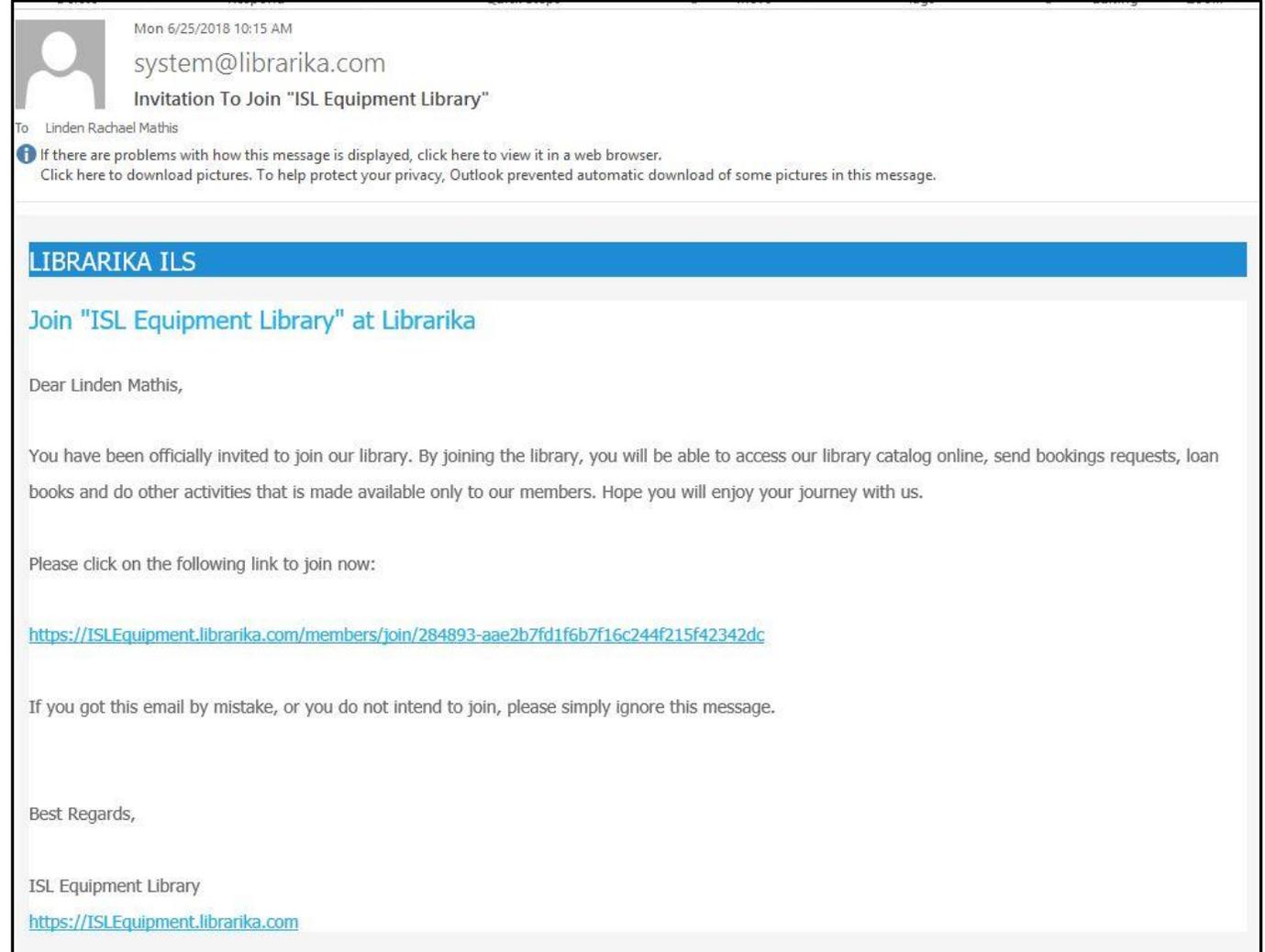
# Membership

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Request membership  
and log-in by emailing  
[isl@uga.edu](mailto: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.



*Example of membership request confirmation email*

# Navigation and Equipment Requests

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

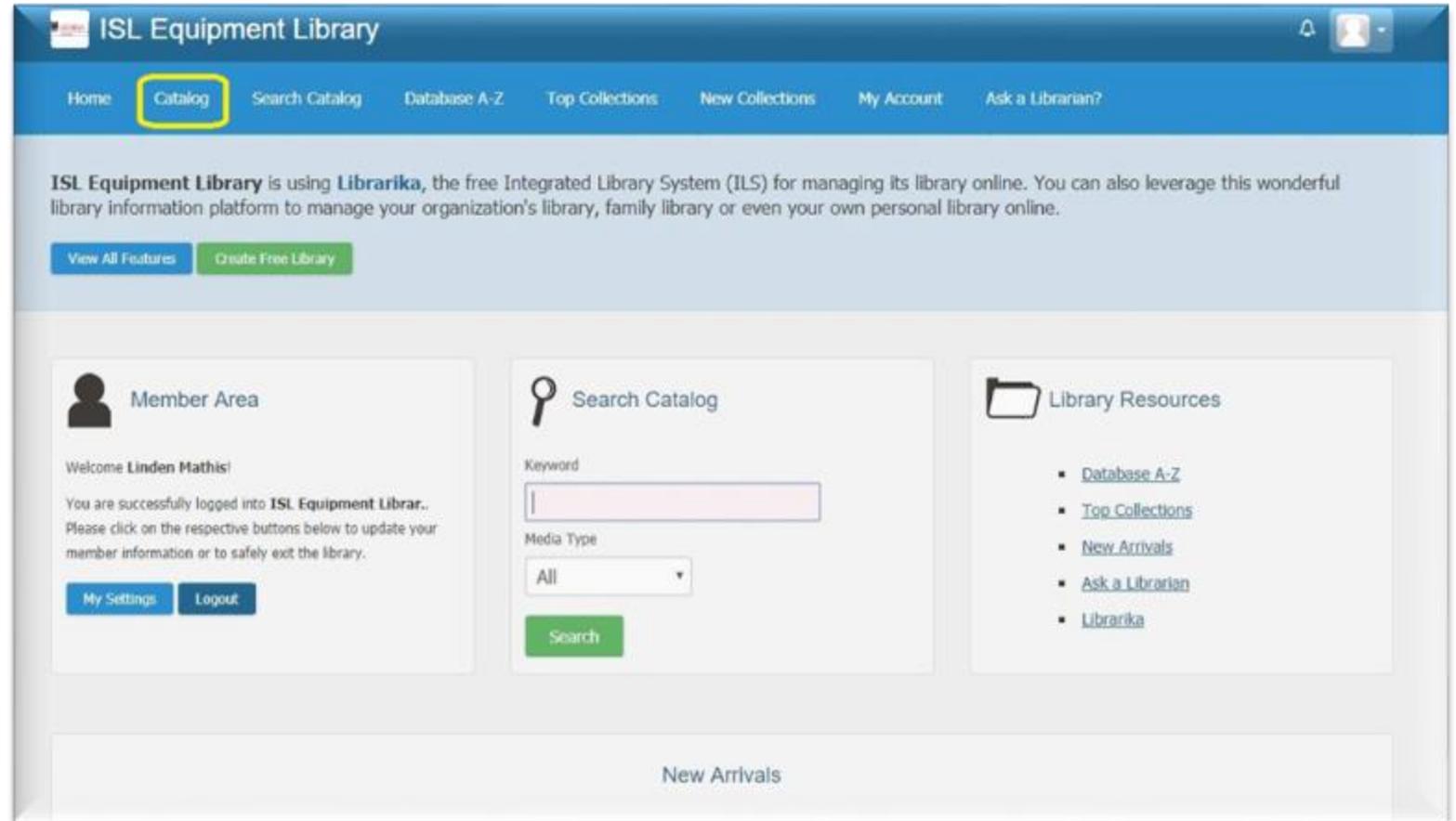
# Dashboard

## Search for Equipment

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.



The screenshot displays the ISL Equipment Library dashboard. At the top, a blue navigation bar contains the following links: Home, **Catalog** (highlighted with a yellow box), Search Catalog, Database A-Z, Top Collections, New Collections, My Account, and Ask a Librarian?. Below the navigation bar, a light blue banner contains the text: "ISL Equipment Library is using Librarika, the free Integrated Library System (ILS) for managing its library online. You can also leverage this wonderful library information platform to manage your organization's library, family library or even your own personal library online." Below this banner are two buttons: "View All Features" and "Create Free Library".

The main content area is divided into three columns:

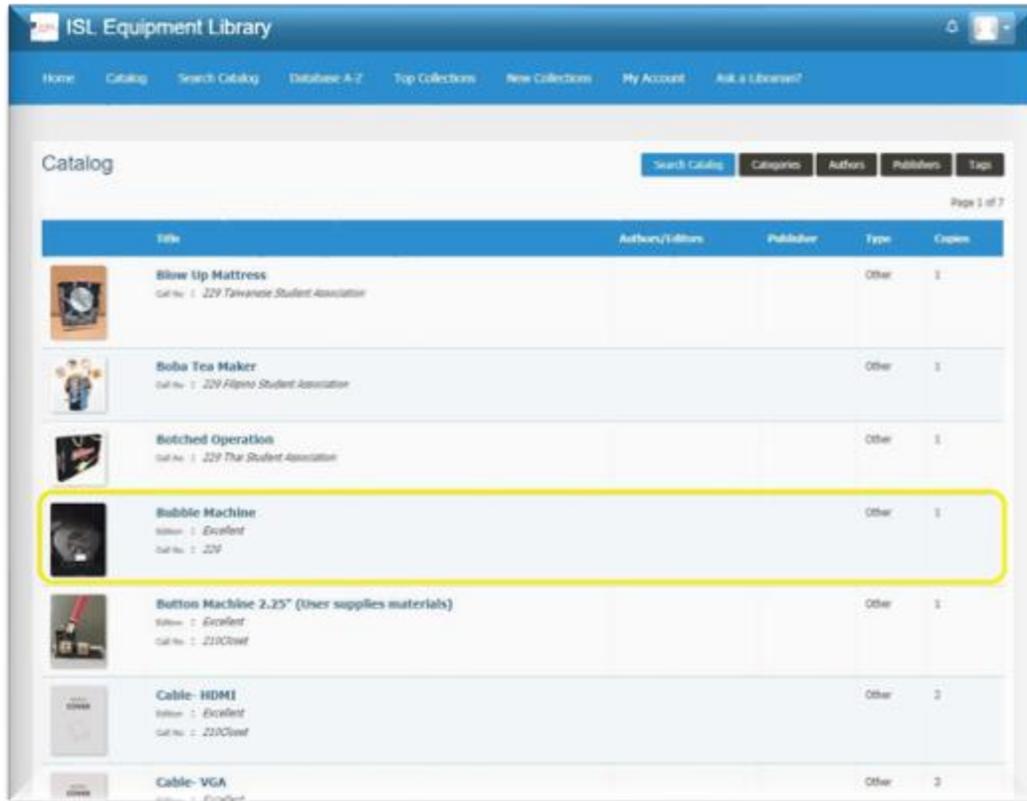
- Member Area:** Features a user icon, the text "Welcome Linden Mathis!", a message "You are successfully logged into ISL Equipment Librarika. Please click on the respective buttons below to update your member information or to safely exit the library.", and two buttons: "My Settings" and "Logout".
- Search Catalog:** Features a magnifying glass icon, a "Keyword" search input field, a "Media Type" dropdown menu set to "All", and a green "Search" button.
- Library Resources:** Features a folder icon and a list of links: Database A-Z, Top Collections, New Arrivals, Ask a Librarian, and Librarika.

At the bottom of the dashboard, there is a section titled "New Arrivals".

# 3 Options for Searching for Equipment

## *Option 1: Browse*

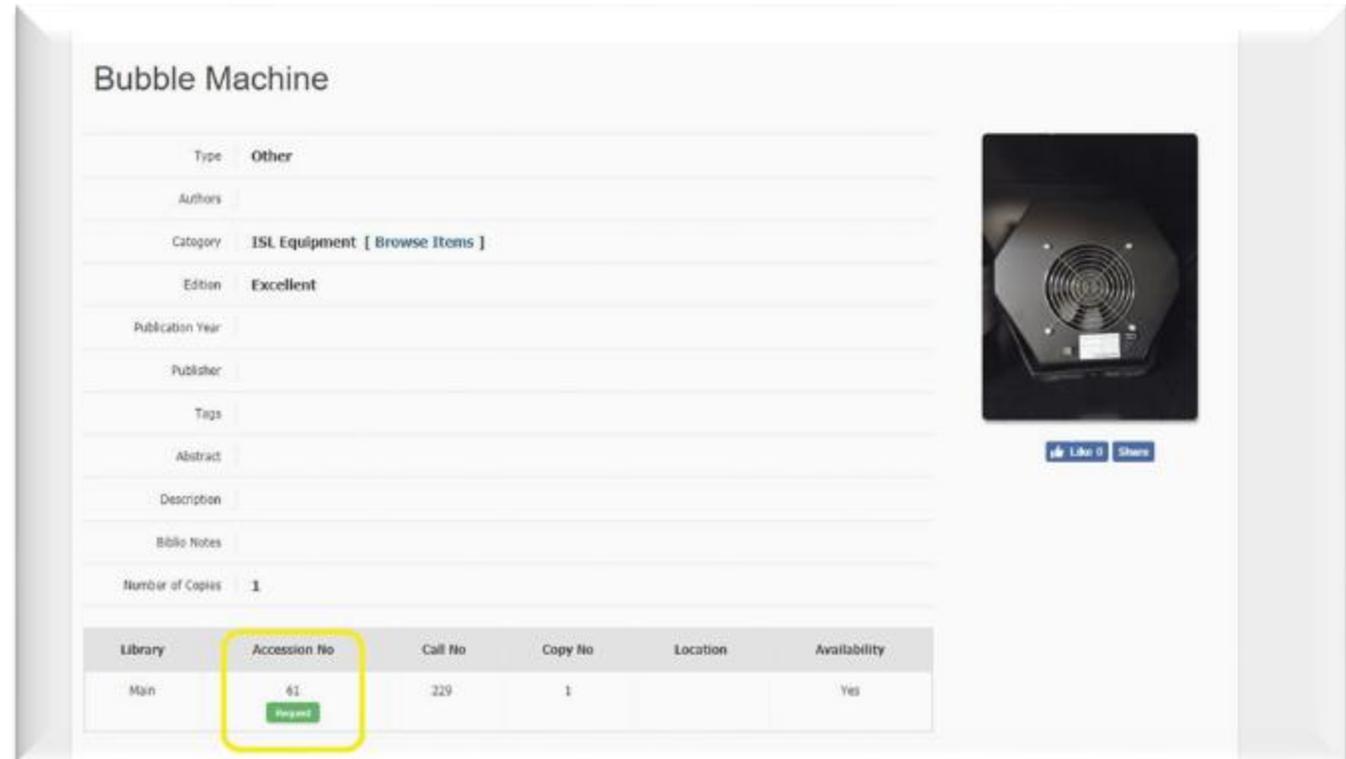
1. SCROLL THROUGH ALL ITEMS AND SELECT TO OPEN DETAILED VIEW



The screenshot shows the ISL Equipment Library catalog page. The header includes navigation links like Home, Catalog, Search Catalog, Database A-Z, Top Collections, New Collections, My Account, and Ask a Librarian. Below the header is a search bar and filters for Categories, Authors, Publishers, and Tags. The main content is a table of equipment items. The 'Bubble Machine' item is highlighted with a yellow box.

Title	Author/Editor	Publisher	Type	Copies
 Blow Up Mattress Call No. : 229 Taiwanese Student Association			Other	1
 Boba Tea Maker Call No. : 229 Filipino Student Association			Other	1
 Botched Operation Call No. : 229 Thai Student Association			Other	1
 Bubble Machine Edition : Excellent Call No. : 229			Other	1
 Botton Machine 2.25" (User supplies materials) Edition : Excellent Call No. : 229C/seat			Other	1
 Cable- HDMI Edition : Excellent Call No. : 229C/seat			Other	2
 Cable- VGA Edition : Excellent			Other	2

2. ONCE YOU HAVE DETERMINED YOU WOULD LIKE TO CHECK OUT THE ITEM, SELECT "REQUEST"



The screenshot shows the detailed view for the 'Bubble Machine' item. The page includes a title, a description, and a table of equipment details. The 'Request' button in the table is highlighted with a yellow box.

**Bubble Machine**

Type: Other

Authors:

Category: ISL Equipment [ Browse Items ]

Edition: Excellent

Publication Year:

Publisher:

Tags:

Abstract:

Description:

Biblio Notes:

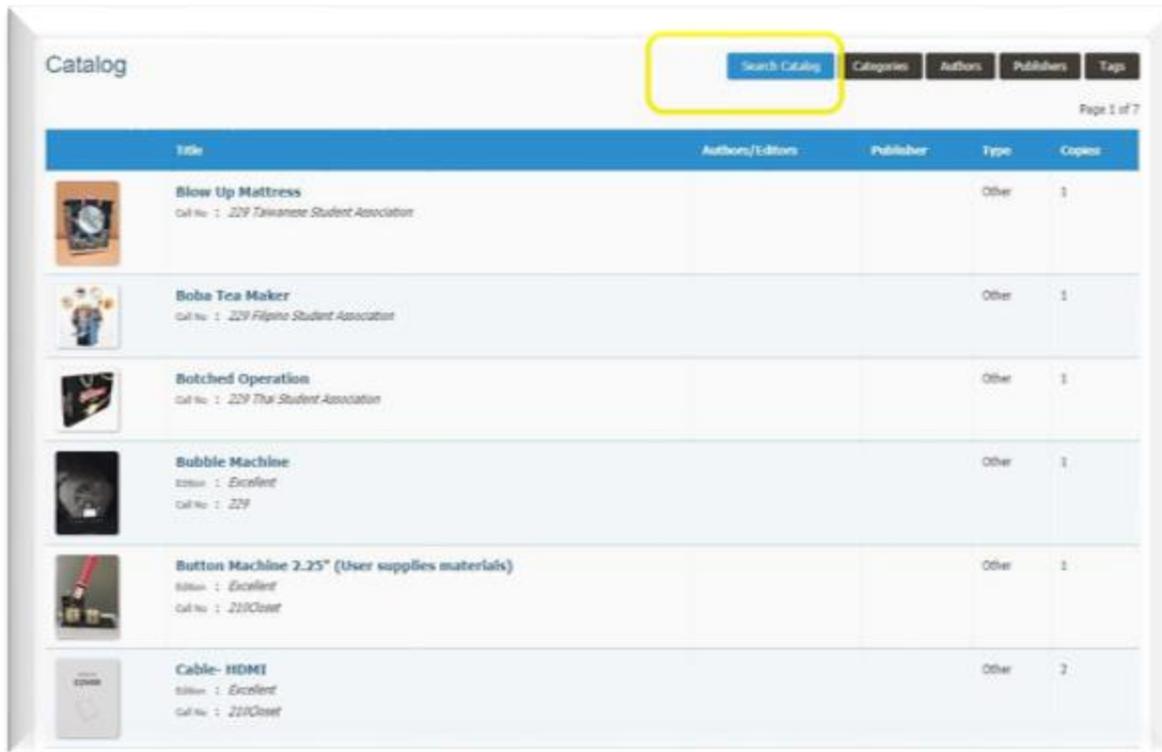
Number of Copies: 1

Library	Accession No	Call No	Copy No	Location	Availability
Main	61 <a href="#">Request</a>	229	1		Yes

# 3 Options for Searching for Equipment

## Option 2: Search Bar

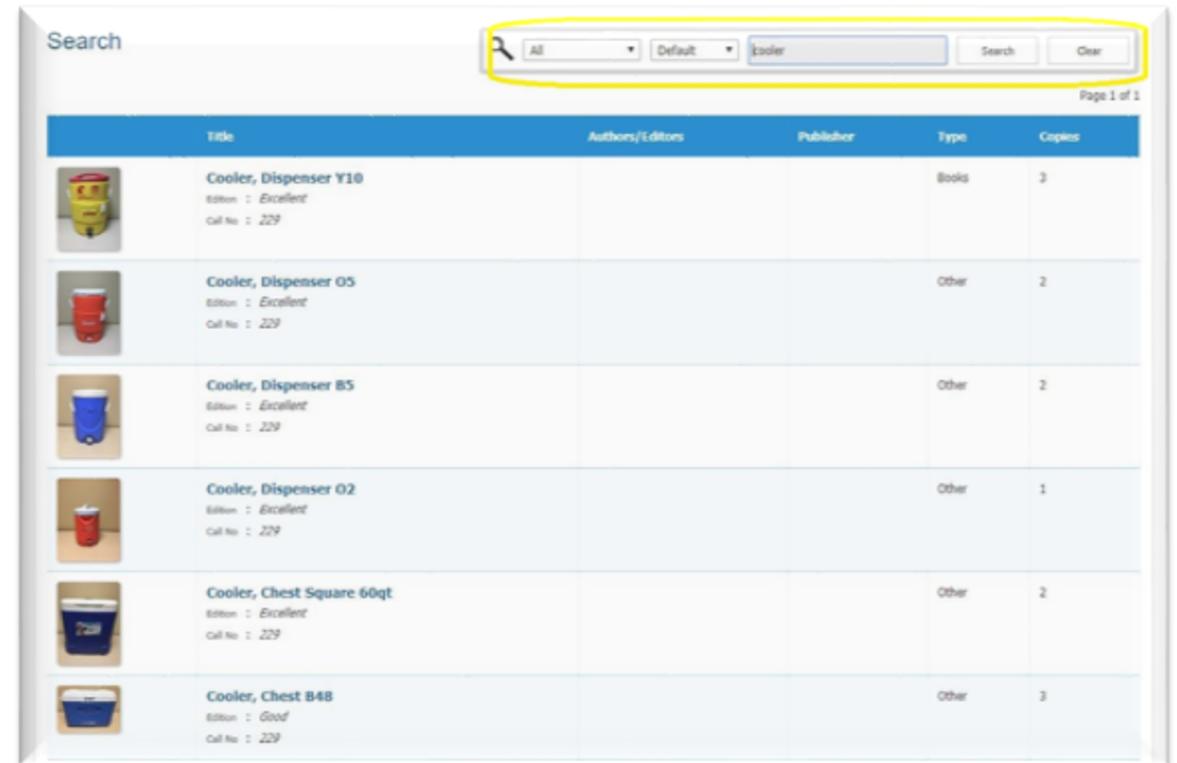
1. SELECT "SEARCH CATALOG"



The screenshot shows the 'Catalog' page with a navigation bar containing 'Search Catalog', 'Categories', 'Authors', 'Publishers', and 'Tags'. The 'Search Catalog' button is highlighted with a yellow box. Below the navigation bar is a table with columns: Title, Authors/Editors, Publisher, Type, and Copies. The table lists several items:

Title	Authors/Editors	Publisher	Type	Copies
 <b>Blow Up Mattress</b> Call No. : 229 Taiwanese Student Association			Other	1
 <b>Boba Tea Maker</b> Call No. : 229 Filipino Student Association			Other	1
 <b>Botched Operation</b> Call No. : 229 Thai Student Association			Other	1
 <b>Bubble Machine</b> Edition : Excellent Call No. : 229			Other	1
 <b>Button Machine 2.25" (User supplies materials)</b> Edition : Excellent Call No. : 229Closet			Other	1
 <b>Cable- HDMI</b> Edition : Excellent Call No. : 229Closet			Other	2

2. TYPE IN THE SPECIFIC ITEM NAME. *IN THIS EXAMPLE, WE USED "COOLER."*  
3. SELECT ITEM AND CLICK REQUEST.



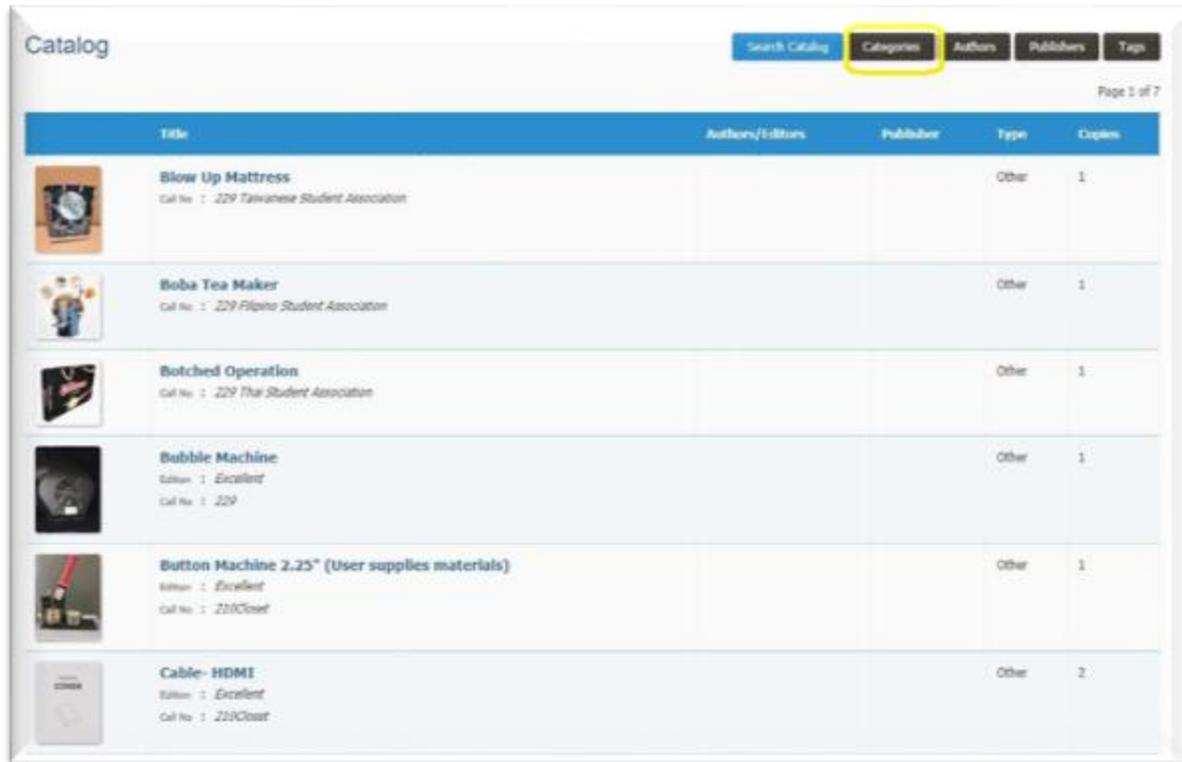
The screenshot shows the 'Search' page with a search bar containing the text 'Cooler'. The search bar is highlighted with a yellow box. Below the search bar is a table with columns: Title, Authors/Editors, Publisher, Type, and Copies. The table lists several items:

Title	Authors/Editors	Publisher	Type	Copies
 <b>Cooler, Dispenser Y10</b> Edition : Excellent Call No. : 229			Books	3
 <b>Cooler, Dispenser O5</b> Edition : Excellent Call No. : 229			Other	2
 <b>Cooler, Dispenser B5</b> Edition : Excellent Call No. : 229			Other	2
 <b>Cooler, Dispenser O2</b> Edition : Excellent Call No. : 229			Other	1
 <b>Cooler, Chest Square 60qt</b> Edition : Excellent Call No. : 229			Other	2
 <b>Cooler, Chest B48</b> Edition : Good Call No. : 229			Other	3

# 3 Options for Searching for Equipment

## *Option 3: Category*

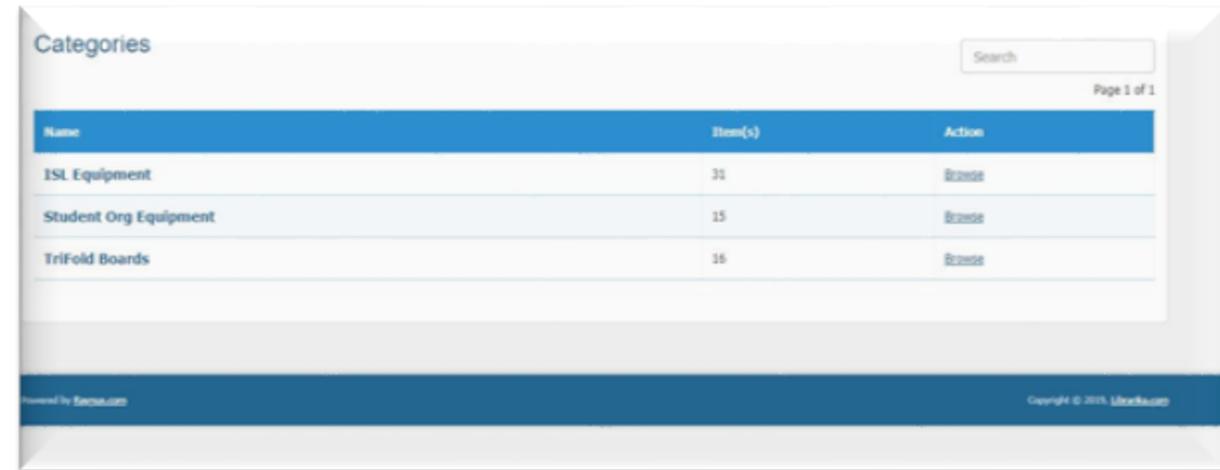
BEST FOR INVENTORIED STUDENT ORG EQUIPMENT OR TRI FOLDS.  
1. SELECT "CATEGORIES"



The screenshot shows the 'Catalog' interface with a navigation bar containing 'Search Catalog', 'Categories', 'Authors', 'Publishers', and 'Tags'. The 'Categories' button is highlighted with a yellow box. Below the navigation bar is a table with the following data:

Title	Author(s)/Editor(s)	Publisher	Type	Copies
 <b>Blow Up Mattress</b> Call No. : 229 Taiwanese Student Association			Other	1
 <b>Boba Tea Maker</b> Call No. : 229 Filipino Student Association			Other	1
 <b>Botched Operation</b> Call No. : 229 The Student Association			Other	1
 <b>Bubble Machine</b> Edition : Excellent Call No. : 229			Other	1
 <b>Button Machine 2.25" (User supplies materials)</b> Edition : Excellent Call No. : 229Close			Other	1
 <b>Cable- HDMI</b> Edition : Excellent Call No. : 229Close			Other	2

2. SELECT THE CATEGORY. BROWSE ITEMS IN SPECIFIC CATEGORY.  
3. Select Item and click request.



The screenshot shows the 'Categories' interface with a search bar and a table of categories. The table has the following data:

Name	Item(s)	Action
ISL Equipment	31	<a href="#">Browse</a>
Student Org Equipment	15	<a href="#">Browse</a>
TriFold Boards	16	<a href="#">Browse</a>

# 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.

Cooler, Dispenser O2

Type: Other

Category: ESL Equipment [ Browse Items ]

Edition: Excellent

Number of Copies: 1

Library	Accession No.	Call No.	Copy No.	Location	Availability
Main	25	200	1		Yes

RELATED ITEMS

ENTER CHECK IN/OUT DATES AND SUBMIT REQUEST.  
(NOTES ARE OPTIONAL)

Bubble Machine

Type: Other

Category: ESL Equipment [ Browse Items ]

Number of Copies: 1

Library	Accession No.	Call No.	Copy No.	Location	Availability
Main	21	200	1		Yes

Request Item

Request this copy of "Bubble Machine" for reservation.

Current Bookings [occupied slots]:

No.	From	To
1	Wed, Jul 18, 2018	Thu, Jul 19, 2018

Start Date: July 18, 2018

Return Date: July 25, 2018

Notes (optional)

Submit

Return to Dashboard and select “My Account” to review current booking status and booking history

The screenshot displays the 'My Account' page of the ISL Equipment Library. The page features a navigation bar with links for Home, Catalog Search, Database A-Z, Top Collections, New Collections, My Account, and Ask a Librarian?. Below the navigation bar, the 'My Account' section includes tabs for My Bookings, Booking History, My Reviews, Recently Viewed, and Account Settings. A descriptive paragraph states: 'Librarika member area is specially designed to provide an extremely simplified yet powerful way to manage your library bookings, access histories, favorite items and other activities through out your entire membership life cycle.' The 'My Recent Bookings' section lists two items: 'Cooler, Dispenser O2' (Edition: Excellent) and 'Bubble Machine'. The status for both items is 'Pending (Today)' and 'Reserved (Today)' respectively, with 'Cancel' buttons next to each. A red circle highlights the 'Cancel' buttons for both items. The footer of the page includes 'Powered by Raynux.com' and 'Copyright © 2018, Librarika.com'.

ISL Equipment Library

Home Catalog Search Database A-Z Top Collections New Collections My Account Ask a Librarian?

### My Account

My Bookings Booking History My Reviews Recently Viewed Account Settings

Librarika member area is specially designed to provide an extremely simplified yet powerful way to manage your library bookings, access histories, favorite items and other activities through out your entire membership life cycle.

#### My Recent Bookings

Your recent booking activities including Issued, Overdue, Requested, Pending Items

	<b>Cooler, Dispenser O2</b> Edition : <i>Excellent</i>	<b>Pending</b> (Today) <a href="#">Cancel</a>
	<b>Bubble Machine</b>	<b>Reserved</b> (Today) <a href="#">Cancel</a>

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# Reminder Emails and Picking Up/Dropping Off Items

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# Reminder Emails

You will receive the following email reminders:

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

Tue 7/17/2018 10:05 AM  
admin@librarika.com  
Booking Reminder "ISL Equipment Library"

o Linden Rachael 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.

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**LIBRARIKA ILS**

Reminders for Reservation / Due / Overdue Items

Dear Linden Mathis,

Being part of our integrated library system at **Librarika**, please be updated on following deadlines related to your booking activities.

**Reservation(s):**

Title	Reservation Date
Bubble Machine	Wed Jul 18, 2018

[Click here](#) to access the library now.

If you got this email by mistake, or you did not join the library, please simply ignore this message.

Regards,

ISL Equipment Library  
<https://ISLEquipment.librarika.com>

# Picking Up Items

*Once your request has been approved, you will receive and email to confirm 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.

 Tue 7/17/2018 9:57 AM  
admin@librarika.com  
Librarika Notification - Item reserved

To: Linden Rachael 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.

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**LIBRARIKA ILS**

Librarika Notification

Dear **Linden Mathis**,

You have received a notification from **ISL Equipment Library**.

Message:

Congratulations! Your reservation request for the item **Bubble Machine** has been **accepted**. Please collect the item on **Wed, Jul 18, 18** during office hours.

View more detail at <https://islequipment.librarika.com/>.

If you got this email by mistake, or you did not join librarika, please simply ignore this message.

Regards,

The Librarika Team  
[www.librarika.com](http://www.librarika.com)

# Returning Items

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## 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](mailto: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.