

Checkout@Iowa

Log In

Log in using your
Hawk ID & password

Select a center

This center will be set as your default center for future sessions. You will be able to switch centers at any time in the top bar.

Belin-Blank Center

Center for Student Involvement & Leadership

Cinematic Arts -- School of Journalism -- Communication Studies

Cinematic Arts Teaching Collection

CLAS TS Checkout Center

Select our center

It will remember your
preference for next time

Select

"New Reservation"
under the Reservations
drop-down menu

Checkout Rules

Please, point them out to your
students, they must follow them.

BCSB

Message

Equipment Checkout 138 Becker Communication Studies Building
(BCSB)
Office Hours 8:30AM-4:30PM
With questions call 319-335-0587 or email ProdUnit-Checkout@uiowa.edu

Important Reminder:
[How to Coil a Microphone Cable](#)

RULES OF EQUIPMENT CHECKOUT:

YOU MUST HAVE A VALID UNIVERSITY OF IOWA STUDENT I.D. CARD TO CHECKOUT

1. Reserve equipment anytime at <http://checkout.uiowa.edu/>.
2. Pick up reservations between 1:00pm-4:00pm every afternoon.
If you reserve more than 5 items, allow an hour before picking them up.
If you reserve "specialty" items, allow an hour before picking them up.
3. Reservations not picked up by 4:00pm will be cancelled and the equipment may be checked out to other students.
4. Students without a reservation may checkout up to 5 items of available equipment between 4:00pm-4:30pm.
5. All items are due back before 12:00pm on the due date. Equipment is due in 2 days, with the exception of weekends, when items are due back on the following Monday.
6. There will be a fine for equipment returned late, accruing at \$10 per day for Cinema students, and \$15 for Journalism students.
A late fee will also be assessed for any "abandoned" equipment returned by another student or faculty member.
Prevent late fees by contacting checkout staff BEFORE equipment is due.

Current Groups

- Cross-Platform Journalism
- Special Permission - Journalism
- Topics in Writing/Storytelling: Audio Documentary
- Z DEMO LOAD - Journalism

You should see all your
courses listed under
"Current Groups"

If not please let Checkout know
and we will activate them.

New Reservation

Group

Cross-Platform Journalism

Select Your Course

Courses will show everything
available to that course or section.
DEMO groups will have
higher item limits and
longer checkout terms

Select Reservation
Start Date

Please make your
reservations in advance.
For reservations made on
the same day, please allow
1-2 hours

Start Date

02/06/2020

End Date

02/10/2020

Next >>

Select Next

My Reservations

[Clear Filters](#) [Today's Reservations](#) [Tomorrow's Reservations](#) [Show Active Reservations](#)

Show 50 entries

All of your reservations will be listed under the "My Reservations" tab.
You will not be able to edit these reservations, however,
Equipment Checkout staff can help you add one or two items.

ID	Equipment	Start Date	End Date	Actions
102859	60D Canon Camera Monopod	Scheduled: 02/06/2020 1:00 PM Actual:	Scheduled: 02/10/2020 12:00 PM Actual:	View Delete

If the changes are large,
use the red X to delete the
reservations and start again.

Don't forget your University ID when you come to pick up your equipment.