

# Moody College Equipment Checkout Spring 2023 Equipment Reservation Procedures

- **Online Reservation Portal:**



- <https://webcheckout.moody.utexas.edu/ssso/patron#!/>

- **Equipment Reservations:**

- Reservations must be created online a minimum of 24 hours in advance
- Walk-in and/or same-day reservations are not allowed
- All reservations will be pending in the system until approved by checkout staff
  - Users will receive an email confirmation upon reservation approval
  - Users will be contacted via email if a reservation is canceled or cannot be approved
- Large reservations and multiple reservation requests from the same user group should be placed a minimum of 48 hours in advance
  - Users are encouraged to reserve up to 2 weeks in advance if possible
  - Please contact Equipment Checkout staff prior to scheduling these types of reservations to increase likelihood of reservation approval

- **Equipment Reservations (equipment labs):**

- Equipment lab reservations should be made by the course instructor or TA a minimum of 48 hours in advance (excluding weekends)
- We recommend that equipment lab reservations are scheduled as far in advance as possible to help ensure proper equipment availability
- Students will not be allowed to create individual equipment reservations for labs
  - Please do not send students down in groups to pick up lab equipment individually

- **Parking spaces are available in front of main entryway for loading and unloading of equipment only. Please see staff for a temporary parking pass upon arrival.**

**Location:** HSM 2.102 (brown doors in alleyway between CMA/CMB)

**Hours:** Mon – Fri, 8am-5pm

**Phone:** 512-471-6565

**Email:** [moody-checkout@austin.utexas.edu](mailto:moody-checkout@austin.utexas.edu)