For all those wanting to borrow AV equipment, we have a booking system in place called Cheqroom. Equipment cannot be borrowed without a booking. If you would like to book and borrow equipment, please submit the CHEQROOM Equipment Booking Form on the MADA web page in the “Image Capture and Virtual Reality” section:

https://www.monash.edu/mada/current-students/facilities/imagestudios

Access to equipment will be determined by your role and area of study. We have a wide range of AV equipment from entry level to high-end professional level. If you are undertaking specific photography, video or multimedia classes, the required equipment will be provided by this service.

Once you have submitted your form, you will then receive an (email) invitation with a link to set up a username and password. Please do not go to the Cheqroom website and click on “sign up”.

Once you have set up an account, go to cheqroom.com and log on. You will be able to see what equipment is available to you based on the information you have provided. You will not see equipment that you do not have access to.

Please note that there is also a Cheqroom app for smartphones.

To see what equipment is available to you, click on “items” on the left.

To make navigation easier, you can expand the items tool bar to show categories.
To make a booking, go to the dashboard (default view) and click “new reservation” (blue “+” sign at the top).

Select the times you would like to borrow equipment (these **must** be based on pickup/drop off times listed below). Please do not expect to pick up or drop off equipment at any times outside of these hours as there be nobody present. If you cannot enter a pick-up or drop-off time, it is because it is outside of opening hours, i.e. nights and weekends.

Under “Equipment”, click on “Add item or kit”. Only un-booked items for your proposed times will be visible by default. Click on “load more” if you can’t see all of the items as you scroll down the list. If you can’t see items available for your class/unit, it will be because they are already booked by other users.

Select the item(s) you would like to borrow and add them. Click on reserve.
Once you have made a booking, you will see this in your dashboard view. You can amend or delete bookings after you have made them. Please remember to delete bookings if you no longer need them. You will sometimes see a message in your dashboard saying that an item you have reserved is already checked out. This is because the item hasn’t been returned yet.

Borrowing durations will be negotiated by lecturers and must be strictly adhered to. Unless otherwise specified or negotiated, most borrowing periods will be **48 hours**. Late items will result in **borrowing privileges being revoked**. This system is based around students returning equipment **on time**. It is extremely unfair to students who have booked equipment after you if it is not returned on time as they will miss out. Please try and return equipment at the beginning of the pickup and drop off times rather than the end. If you are picking up equipment it is best to arrive towards the end of those times. If for some reason you can’t return equipment on time, please email us and let us know.

If you have 48 hour borrowing restrictions, this will not include weekends. Any equipment taken on Fridays will not be due back until the following Monday.

Once you have made your booking, equipment can be picked up and checked out from **B6.61C** (or other locations depending on your access) during the following times only:

**Mondays: 9 – 10am, 1.30 – 2pm**

**Tuesdays: 9am – 12pm**

**Wednesdays: 9 – 10am, 1.30 – 2.30pm**

**Thursdays: 11am – 12.30pm, 4 – 6pm**

**Fridays: 9am – 12pm**

These times are current for Semester 1 2020.
When you return equipment a thorough inspection will be done to make sure all items in kits are accounted for. Any items found to be missing or damaged will be the responsibility of the borrower. We will not check in equipment if items are missing or damaged. If you forget a power adapter, battery or SD card, you will have to find or replace it before we will check in your equipment.

If your equipment is located in another room other than B6.61C, please liaise with staff from that area to organize your pick-up and drop-off times.

If you have any questions about how to use Cheqroom to make bookings, please contact made-av-enquiries@monash.edu