

## **Instructions for Booking Media for Classroom Use**

- *Reserve a room* (unless using your regularly-scheduled classroom).

Weekday reservations: Registrar's office (404) 727-6042

Evening & weekend reservations: Meeting Services Office (404) 727-5355

For Heilbrun Library's Group Viewing Room: (404) 727-1777

- *Arrange for technical support* by contacting Classroom Technologies at (404) 727-6853.
- *Book the title(s) in advance.* The Media Coordinator will confirm your booking and the videos will be held at the library for pickup on the specified day.

**Please use the *online booking request* in EUCLID whenever feasible.**

Allow at least one business day (M-F) for processing. For same-day or next-day service, or as an alternative to online booking, come in or call us at 404-727-6964 whenever the library is open. We do not accept booking requests via e-mail.

1. In EUCLID on the web, find the video or film you want to book.
2. Click on the light-blue REQUEST button at the top of the page.
3. Select MEDIA REQUEST—INSTRUCTORS ONLY (the last option).
4. Fill in the form and click SUBMIT. (Note that if your designee is placing the request, we ask for that person's name at the top and your name under "Instructor's name.")

**CONFIRMATION/CANCELLATION:** We will confirm your booking via e-mail within one business day. Should you fail to receive a confirmation or notice of unavailability, please call us at (404) 727-6964. You may also call in any cancellations.

**PICKUPS:** We will hold your booked media at the Heilbrun Library for pickup at the service desk on the specified date. **If you send an assistant to pick up your material, that person must officially register as your proxy for library transactions.**