

Guidelines for engCETL equipment bookings: An overview for staff

All equipment is available to book for a maximum of three days at a time and is bookable up to one calendar month in advance.

The condition and safe return of all equipment will remain the responsibility of whomever booked it out until it has been returned and signed back in by a member of engCETL. When equipment is returned to engCETL it will be checked, and if any equipment has been damaged, engCETL will charge the project code given below a minimum of £20 per item. If any accessories are found to be missing, engCETL will charge the cost of replacement.









Any equipment that is not returned on time will incur a penalty charge of £5 for each day that it is overdue.

All collections/returns are to be made between 8.45 am and 9.15 am, 1.30 pm and 2.00 pm or 4.45 pm and 5.15 pm Monday to Friday only.

Please note: we may contact you at a later date with a short questionnaire to gather feedback on the equipment and this booking system.

Equipment Available - Item and description	
<p>Icybox (200GB external hard drive) - 6 available Can be used to move large amounts of data between computers, store downloaded video for editing and connect a failing HDD to a PC for data retrieval. Plug and Play, Windows and Mac compatible.</p>	
<p>Video Camera – HDV - 3 available Used with DV tapes. You can purchase these from us at an additional cost of £2.00 each. You can then connect the camera to the Mac in the engCETL foyer and import your videos.</p>	
<p>Video Camera - DVD - 1 available Records directly on to mini DVDs which can then be viewed with a PC or DVD player. We can provide you with a 60-minute mini DVD at an additional cost of £2.00 per disk.</p>	
<p>Digital Camera - 3 available Connects to a PC via USB cable (included). No software needed to save images to computer.</p>	
<p>Webcam - 2 available Software (supplied) needs to be installed then webcam connects via USB. The webcam also features auto swivel to follow movements. Can be clipped on to monitors or laptop lids for stability.</p>	

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<p>Bluetooth Dongle - 4 available Can be used to connect your PC/Laptop to your phone, PDA or other Bluetooth enabled hardware. This may also be needed to work with our Graphics Tablets.</p>	
<p>Video Presenter - 1 available Also known as a Visualiser. Works in a similar way to a traditional OHP except it can also show 3d objects in full colour and in minute detail. **Can only be booked for use within the engCETL building**</p>	
<p>Digital Voice Recorder - 1 available Records to internal memory which can be transferred straight to a PC, using the incorporated USB connector.</p>	
<p>Microphone - 2 available Can be used with a PC, Video camera etc.</p>	
<p>Graphics Tablet - 4 available Connects to your PC via Bluetooth. Use the tablet to easily edit you digital photos and draw in paint and other picture editing programmes. (If your PC/Laptop does not have Bluetooth, simply borrow one of our Bluetooth dongles).</p>	
<p>Portable OHP- 1 available A traditional OHP but a compact version in a handy carry bag to become totally portable.</p>	
<p>iPod - 1 available 60Gb Video ipod for playing video and audio files. Windows and Mac compatible. Can also be used as a voice recorder.</p>	
<p>Laptop - 5 available Toshiba Portégé M400 Tablet PC. Configured with Staff Desktop service Windows XP and Wireless to connect easily to the lboro network anywhere on campus.</p>	

If you want to know more please email engcctlbookings@lboro.ac.uk or visit our website <http://www.engcctl.ac.uk/facilities/booking/>