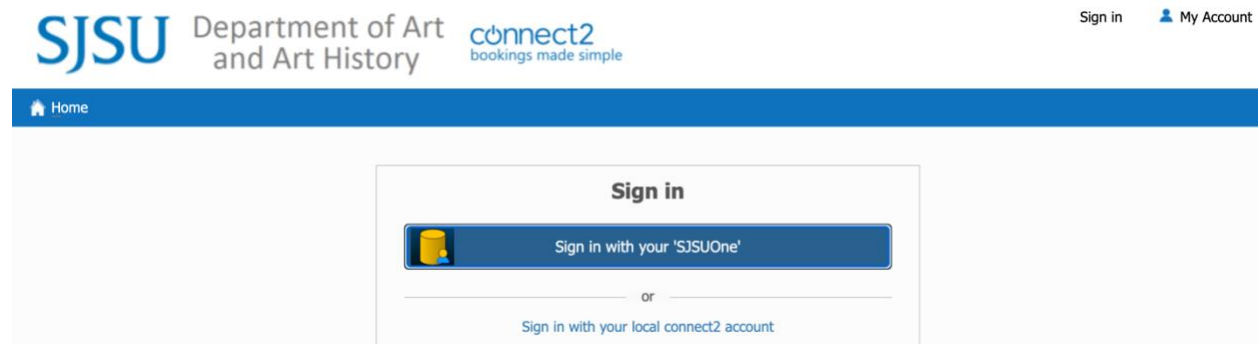
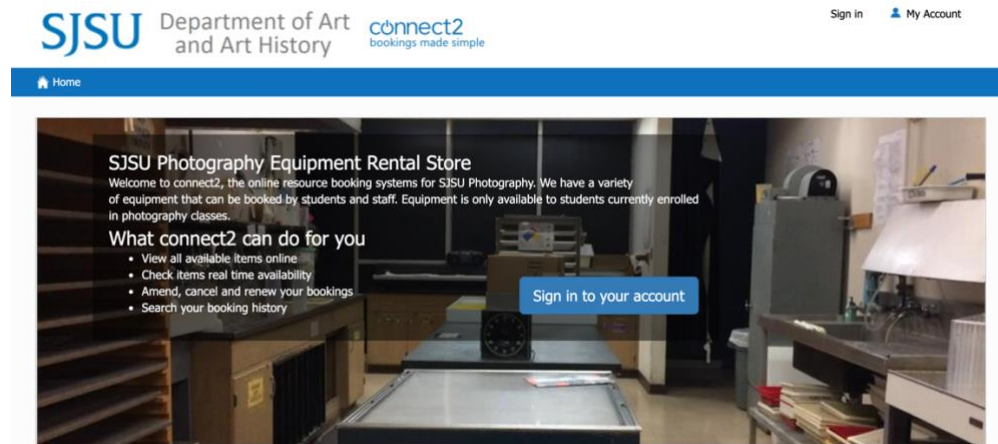
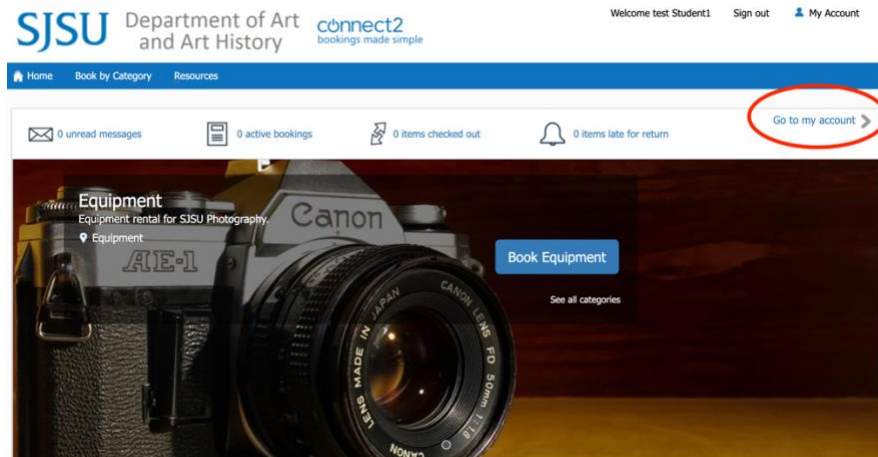


SJSU Photography: Equipment Rental Instructions

1. Log in to the photo Connect2 website using your SJSU one credentials. Once your classes have been verified, you will be able to view the equipment available to you. Please allow 24 to 48 business hours for enrollment verification after logging on for the first time.



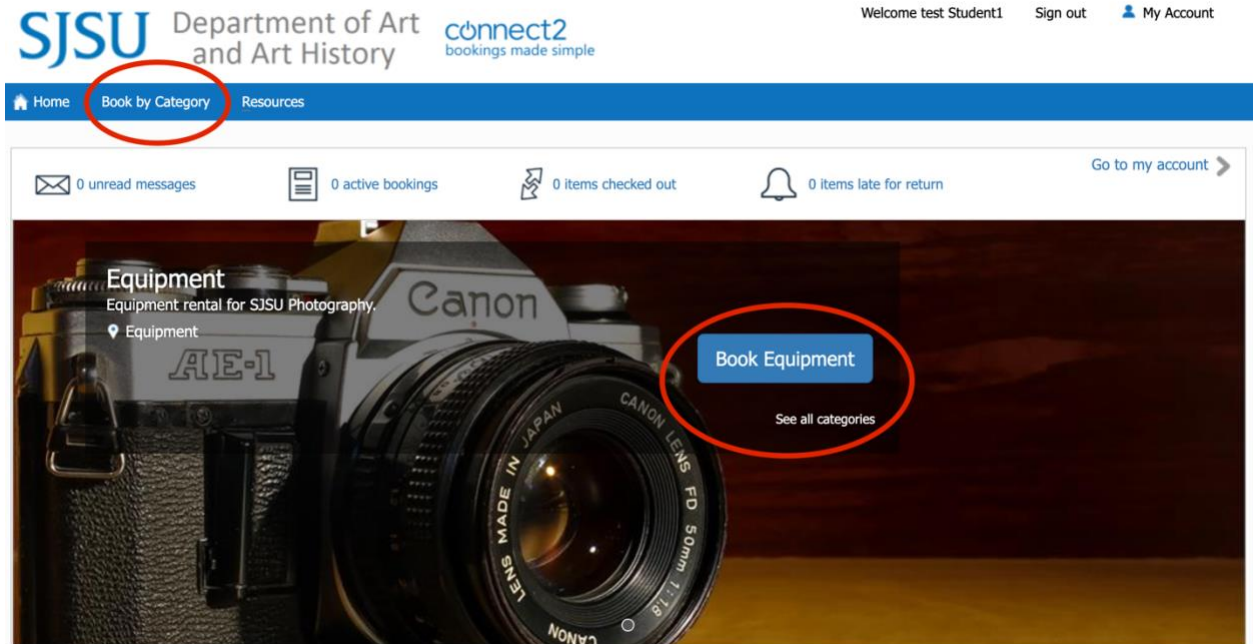
- You can view, and update your account information by going to view my account, and going into personal details.



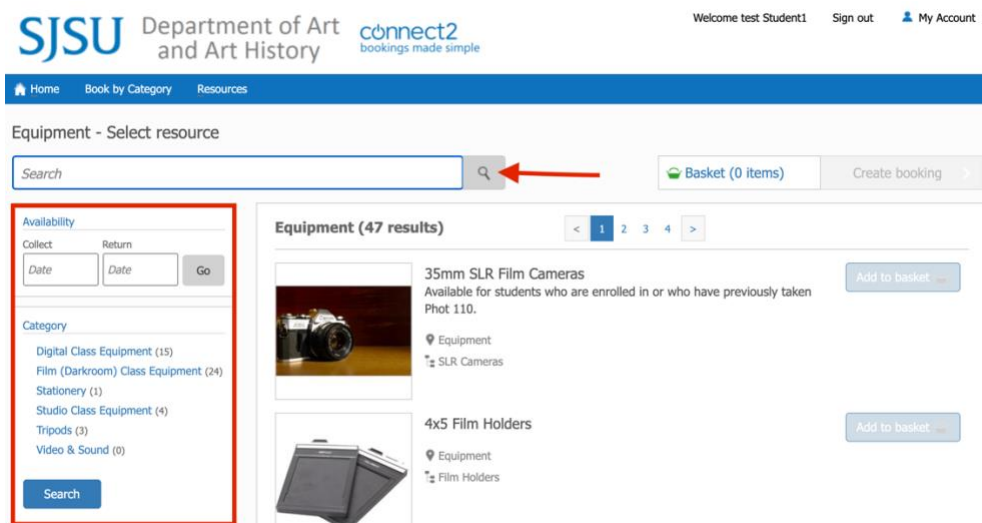
2. To rent equipment in person you can visit the equipment checkout window at room 402 in Duncan Hall after you have logged on to the Photo Connect2 website. You can find the opening date and Fall 2021 hours listed on the [Photo Connect2 homepage](#). Make sure to bring your Tower Card with you to check out equipment.



- To book equipment ahead of time and pick it up later, select “Book Equipment” on the home page. You can also select the “Book by Category” option from the main menu.



- You can manually search for equipment or use the search options on the left. Items that are unavailable for you to rent will be greyed out.



- Add the equipment you need to your basket and when you have finished, select create booking.

Equipment - Select resource

Availability

Collect Return

Category

< All categories

Digital Class Equipment

Cameras and Accessories (1)

Search results for 'dslr' (1 results)



Canon Rebel T5 or T6 DSLR
Entry Level DSLR

Equipment
DSLR Cameras

Search results for 'dslr' (1 results)

Equipment - Select resource

Availability

Collect Return

Category

< All categories

Digital Class Equipment

Cameras and Accessories (1)

Search results for 'dslr' (1 results)



Canon Rebel T5 or T6 DSLR
Entry Level DSLR

Equipment
DSLR Cameras

1 added to your basket

Search results for 'dslr' (1 results)

- You will then select the date you will pick up your booking. The available dates and times are in white. Your start and end time must be during one of the times on the

available dates.

SJSU Department of Art and Art History connect2 bookings made simple

Welcome test Student1 Sign out My Account

Home Book by Category Resources

Select resource **Select time** Classes & Instructors Terms & Conditions Notes for Staff Verify booking Booking confirmation

Equipment - Select time

17 - 23 January 2021 Previous week Next week

☐ In past/Site closed

	Sunday 17	Monday 18	Tuesday 19	Wednesday 20	Thursday 21	Friday 22	Saturday 23
9 AM							
10 00							
11 00							
12 PM							
1 00							

Start date Time
 End date Time
 Update
 Clear
 Currently selected
 Canon Rebel T5 or T6 DSLR
 How long can I book for? >

Home Book by Category Resources

Select resource **Select time** Classes & Instructors Terms & Conditions Notes for Staff Verify booking Booking confirmation

Equipment - Select time

14 - 20 February 2021 Previous week Next week

☐ All items available ☒ In past/Site closed

	Sunday 14	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20
9 AM				Your booking	Your booking	Your booking	Your booking
10 00			Your booking	Your booking	Your booking	Your booking	Your booking
11 00				Your booking	Your booking	Your booking	Your booking
12 PM				Your booking	Your booking	Your booking	Your booking
1 00				Your booking	Your booking	Your booking	Your booking
2 00				Your booking	Your booking	Your booking	Your booking

Start date Time
 2/16/2021 10:00 AM
 End date Time
 03/02/2021 10:00 AM
 Update
 Clear
 Currently selected
 Canon Rebel T5 or T6 DSLR
 How long can I book for? >

- You can find the open hours listed on the photography website, and on the photo Connect2 homepage. Currently students can rent equipment for up to two weeks.

- If you need the equipment for longer, you can renew your booking. Students may renew equipment up to five times and the option to renew is available seven days before the end of the booking.
7. Next, select the classes and instructors you have for the current semester. You will also indicate if you are enrolled in a hybrid class.

Home Book by Category Resources

Select resource Select time **Classes & Instructors** Terms & Conditions Notes for Staff Verify booking Booking confirmation

Equipment - Classes & Instructors
Please select your current classes and instructors for the Spring 2021 semester.

Classes *

- ☒ Phot 40 - Beginning Photography
- ☐ Phot 110 - Black & White Photography (Darkroom)
- ☐ Phot 112 - Colour Photography
- ☐ Phot 113 - Alternative Processes in Photography
- ☐ Phot 115 - Intermediate Digital Imaging
- ☐ Phot 120 - Image & Idea
- ☐ Phot 121 - Introduction to Studio Lighting
- ☐ Phot 123 - Photography as Illustration
- ☐ Phot 129 - Professional Practices in Photography
- ☐ BFA Coursework
- ☐ MFA Coursework
- ☐ Staff/Faculty Request

Instructors *

- ☐ Jesus Aguilar-Diaz
- ☐ Heather Brown

8. Read through the terms and conditions carefully before agreeing. You are responsible for any lost, or damaged equipment.

Equipment - Terms & Conditions

Please read through the terms and conditions carefully before agreeing.

Back Next

The student requesting equipment from Art & Art History Photography Program hereafter referred to as "the student", agrees that any equipment rented from the Art & Art History Photography Program is the property of San Jose State University. The student understands that they must be currently enrolled in a photography class to rent equipment. The student accepts responsibility for the equipment until it is returned to the photography equipment window Duncan Hall 402. The student understands that they are responsible for returning the equipment in its entirety and in good working condition to the Photography Area of the Art & Art History Department. The student understands that if they do not return the equipment by its due date they will be responsible for the cost or replacement of the equipment. The student understands that if the equipment is not returned, a hold and fee amounting to the cost of the equipment will be placed upon the student's records. The student understands that this contract expires after one semester and agrees to fill out a new one at the start of the next semester as a student at SJSU. The photography program reserves the right to demand the return of equipment at any time.

☐ Check the box to indicate that you agree to the terms and conditions

By selecting the box below, I hereby agree to all the terms & conditions of renting equipment set by the SJSU Photography Area

9. Include any notes or information that you would like to give to staff about your reservation.

Equipment - Notes for Staff

Please leave any notes for staff here.

Back Next

Notes for Staff

10. You will then verify that all the reservation information is correct, and confirm your booking.

Your request will be reviewed within 24 to 48 business hours.

[Home](#)
[Book by Category](#)
[Resources](#)

Select resource ✓
 Select time ✓
 Classes & Instructors ✓
 Terms & Conditions ✓
 Notes for Staff ✓
 Verify booking
Booking confirmation

Equipment - Verify booking
Back
Submit

Owner
 test Student1 (test_student1)

Confirmation
 Booking confirmation process not complete

Additional booking details
Classes
 - Phot 40 - Beginning Photography
Instructors
 - Binh Danh

Notes for Staff
 -

Items

Date and time	Qty	Resource	Barcode	Checked out	Checked in	Details
2/16/2021 10:00 AM - 3/2/2021 10:00 AM	1	Canon Rebel T5 or T6 DSLR	-	-	-	>

You will receive a “Booking Confirmation” message and email, once your request is submitted. If you no longer wish to borrow the items, you can delete the reservation by logging into your account, and selecting, active booking. Select the booking reference number, and then delete your booking.

Rental Approvals

- Once you have submitted your request, you will receive a “Booking Confirmation” email and message. The booking confirmation email and message are only sent to confirm that your request has been received, not that it has been reviewed.
- Once your booking request has been reviewed you will receive a “Booking Process Complete” email. Check the approval status on the “Booking Resource Details” page.
- If your booking reservation is approved, you will see “This booking is confirmed” on the “Booking Resource Summary” page once you expand the details of the items.
- If your booking request is denied, you can check the reason your booking request was denied on the “Booking Resource Summary”. Please review these notes before you submit another booking request.

Returns & Renewals

- Your return date and time is the end date and time listed on your booking details. Please return the equipment at the specified date and time on your booking, otherwise you will be inconveniencing staff and other students.
- If you need equipment for a longer time, you can renew your booking by going to active bookings, and then selecting the specified booking. Select “Renew booking” and you will be taken to a list of the equipment you have out on loan. You will be able to see which items are eligible for renewal on this page. Select all the equipment you would like to renew, and then select “Renew” below.
- Renewals are available seven days prior to the end of the booking and cannot be scheduled on or after the due date.

Resource booking summary

Details of the booking are shown below. Use the links in the taskbar for any additional actions.

Reference number

PHOTO000

Owner

Created by

Pre-booked by customer on 2/4/2021 3:34 PM

Confirmation

✓ Booking confirmation process complete

Additional booking details

Classes

- Phot 40 - Beginning Photography

Instructors

- Yvonne Williams

Are you enrolled in any hybrid courses this semester?

No

Notes for Staff

-

Items

Date and time	Qty	Resource	Barcode	Checked out	Checked in	Details
2/16/2021 8:50 AM - 3/16/2021 8:50	1	Canon Rebel T6 06	2457	2/16/2021 9:03	-	>

Booking tasks

- Booking details
- Edit booking
- Check out
- Check in
- Add to my calendar
- Copy booking
- Renew booking**
- Apply fines/compensation

If you have questions, please visit the FAQ page on the SJSU photography website, or email photo-lab-equipment@sjsu.edu