

**Manual for AV-Rental in the Video Workshop  
of HSLU Art & Design**

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**1. Important notes before AV-Rental**

Online reservations have to be done in minimum 3 days before collection date!

Reservations of material, which have not been collected, will be deleted after one day from our rental system.

The opening hours of AV-Rental for students and employees are from Monday to Thursday from 1:30 pm to 4:30 pm.

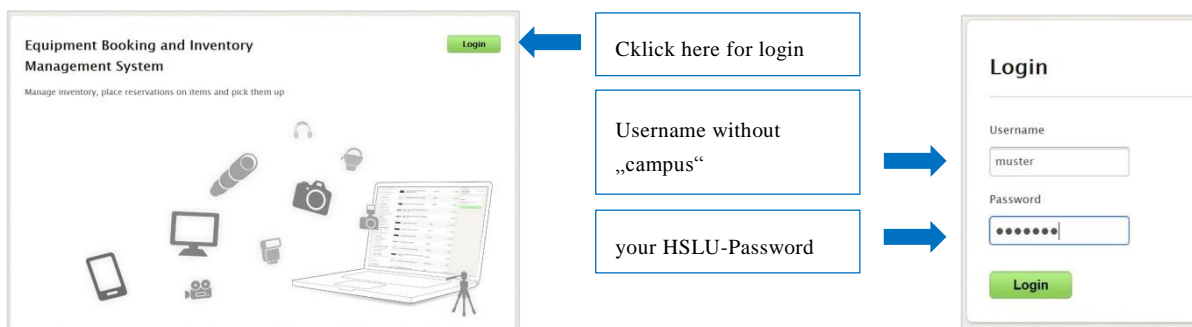
**2. How to find the online AV-Rental:**

At [www.hslu.ch](http://www.hslu.ch) click Art & Design / Degree Programmes / Werkstätten or directly at <https://ausleihe.hslu.ch>

**3. Registration on the online portal **Important!****

The first step to borrow equipment is to Login to our online portal.

Once you have logged in, you'll be able to book equipment.



#### 4. How the online AV-Rental works

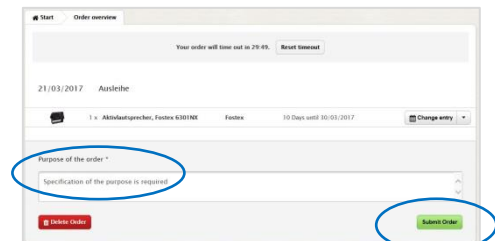
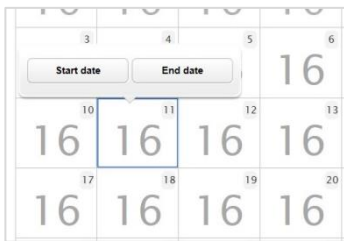
The entire rental inventory is divided into categories (for example audio, computer, light, ect.)  
By clicking on one category, you'll get a more detailed overview of the equipment stock.

Select the desired item by clicking. A window with additional informations will open. By clicking on „add to order“ field, you can check the availability of the item and add it to your order.

**Important!** Name a purpose for your order (mandatory field) before clicking on „submit order“.  
You can not send the order without naming a purpose.

Are you having problems with the reservation?

At <https://ausleihe.hslu.ch> you will find a detailed guide as a PDF-download (german).



#### 5. Approval of the equipment reservation

Your order will be checked by the AV-Workshop Team within 1-2 businessdays. If everything is correct – you'll receive a confirmation by e-mail. **Important!** No reservations lasting more than 3 weeks will be accepted. Exceptions are only accepted with a written request. If your reservation is confirmed, you can come over at the AV Workshop during the regular opening hours and pick up your items for the desired period.

#### 6. Careful handling of the equipment

**Important!** Students and employees are fully responsible for returning the items in the same condition as at the time of delivery. Returning media items will be checked for their completeness and functionality.

#### 7. Return

One day before the return date of the borrowed equipment, you automatically receive a reminder by e-mail. If the borrowed equipment is not returned on the due date, you'll be automatically suspended from further borrowing. To remove the suspension, you must contact the head of your department. He or she has to send us an email requesting the release of the suspension.

Lucerne, March 2017