



Universidad
del País Vasco

Euskal Herriko
Unibertsitatea

GIZARTE
ETA KOMUNIKAZIO ZIENTZIEN
FAKULTATEA
FACULTAD
DE CIENCIAS SOCIALES
Y DE LA COMUNICACIÓN

Bideoa
Video

MAILEGUA SERVICE PROCEDURE TO BOOK AUDIOVISUAL EQUIPMENT AND TIME SLOTS

FACULTY OF SOCIAL SCIENCES
AND COMMUNICATION



1. Check the availability of the equipment.

2. Request a time slot to collect the equipment and another one return it:

- Get into R&R in the following link using your LDAP account:

<https://randr.adm.ehu.es/Cire/Login.aspx>

In R&R> Booking > Resource Type> 000 Turno -->

R&R

Booking Search My Bookings Authorisation Issue Return Help

Resource Barcode

Resource Name

Resource Type

000 Turno

Location

All

Department

All

View

1 day 3 days 7 days

Date

< 23/10/2020 >

Time Range

8:00 20:00

Booking Length

5

Mailegu devolucion (1)

> 000 Bueltatzeko txanda / Tu...

Mailegu recogida (1)

> 000 Eramateko txanda / tur...



- **Select your required collection and return time slots.**

Every time slot lasts 5 minutes so remember that each turn is for individual use only.

One user per ENG

Collect

Add Booking

Resource
000 Eramateko txanda / turno de recogida

Booked For

Description


Date
23/10/2020

Start Time
13:35 ▾

End Time
13:40 ▾

Create Recurring

Booking Instructions
Eus/Cast/Eng MAILEGURAKO ARAUAK


Add

Return

Add Booking

Resource
000 Bueltatzeko txanda / Turno de devolucion

Booked For

Description


Date
23/10/2020

Start Time
18:30 ▾

End Time
18:35 ▾

Create Recurring

Booking Instructions
Eus/Cast/Eng MAILEGURAKO ARAUAK


Add



3. Book the equipment:

- Booking › Resource Type › Select the desired equipment.
(Recorder, microphones, lightning, Dolly, P2 camera....)

Important: Check that the start and end of your equipment booking coincide with the collect and return time slot bookings.

- Check that you have 3 bookings:
 - Collection time slot.
 - Return time slot.
 - Equipment booking, which will begin and finish coinciding with the collection and return.



Authorization:

- Send an email to your teacher to request your equipment booking to be authorized.

- In the event that it is not possible to deliver the requested equipment, the email will include an explanation and an alternative will be offered.



Equipment collection:

- To collect the requested equipment, the student **must present the university or identity card and it will only be delivered to the person who made the request.**
- It is the responsibility of the user to check the equipment before leaving the Mailegua Service.
- Once the reservation has been made and the resources have been checked the user will be held responsible for the correct use of the equipment. The borrower hereby accepts the conditions established in the Protocol.

[Download the Mailegua Protocol \(pdf, 131 Kb\)](#)