The DMC’s equipment checkout program is very popular, but we needed to figure out how to 1) let people know what we have; 2) reserve it; 3) check it out; and 4) ensure that everything is returned in working order.

**Available Equipment**

The DMC checks out 53 items to faculty, students & staff. The DMC website features detailed descriptions of each type of equipment, including photos, features, quantity available and a link to reserve the equipment.

**Steps to Check Out and Return Equipment**

First time borrowers need to fill out a borrowing agreement form. The DMC keeps a data profile for each user in case he/she needs to be contacted for an overdue item or recall.

Each piece of equipment has a barcode, a name tag, and a unique checkout form. Borrowers have to check off each piece on the form (red) to verify that they have received it.

DMC staff swipes the user’s Rice ID and scans the barcode on the tag to check the item out through the Sirsi integrated library system, which keeps track of the item just like a book.

When users return the item to DMC, staff pulls out the checkout form, checks off each piece that has been returned (green), and scans the barcode to check it in.

**Supporting Technologies**

**phpScheduleIt** phpScheduleIt is an open source web-based resource scheduling system, which we use as our reservation system. PHP4.3 and MySql are used to deploy it. phpScheduleIt allows us to reserve and schedule unlimited resources, and really makes granting reservations easier and less time consuming. For more information about phpScheduleIt, go to http://www.php.brickhost.com/.

**DMCBorrowers** This is a home grown web-based database system using PHP as the programming language and MySql as the backend database engine. It has basic search and delete functions, which are really handy.

**Sirsi** Sirsi is an integrated library system which we use to keep track of checked out equipment.

**Questions**

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