

Visiting the

TECH DESK

Art Tech Center

1208 West Mount Royal Ave
avservices@mica.edu
410-225-2301

Tech Desk Hours

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----|------------------|------------------|------------------|------------------|------------------|-----|
| | 8:30am 4:30pm | 8:30am 4:30pm | 8:30am 4:30pm | 8:30am 4:30pm | 8:30am 4:30pm | |

Yes!

Is it your first time checking out equipment at the Tech Desk?

No!

Have you logged into our Webcheckout Patron Portal?
checkout.mica.edu/patron

No!

Quick reminders:

- Department equipment needs to be reserved in advance.
- Reservations are held for an hour, after they expire the equipment is open to being reserved by others.
- Our fine policy has changed to \$5.00 per hour, per item, maxing at \$15.00 a day/per item.
- Please call us if you have any questions about your checkout time, hours, late fees.

Yes, but my signature isn't on file. What is that?

A signature on file is an electronic time stamp that we at the Tech Desk manually verify once you've heard and agree to our policies for checking out equipment.

We can do this in person or over the phone for you!

You can review our full policy through scanning this QR code



Once your signature has been added, you can browse our inventory through Webcheckout and make Reservations for equipment.

If you haven't used the online portal before you may need to be granted access. This is where we at the Tech Desk manually add you into our checkout center. Please call us or come into our office to add you to the portal!

Once you are able to access the Tech Desk checkout center, you can now schedule reservations.

If you are an:

- Animation Major
- Graphic Design Major
- Interdisciplinary Sculpture Major
- Interactive Arts Major

You are eligible to access equipment from their department inventory. If you do not see your departments inventory, please let us know and we can grant you access.

What if I'm not in any of these majors?

Then you still have access to our general equipment inventory.

Fines are paid at the Tech Desk with your MICA Flex account ONLY

You can add money to your account at

<https://get.cbord.com/mica>

Unless, you are taking a specific course where the faculty member has it approved with the Department, then you may checkout Department equipment.

This needs to be communicated with your faculty member and the Tech Desk supervisor via email.