Digitization station and recording station check-in form

Use this form to check in all recording and digitization station bookings, **both pre-booked and drop-in**.

As of Feb. 18, capacity limitations have been lifted and returned to pre-COVID levels: 4 in the Recording Station and 2 in the Digitization Station.

Station used:

? Digitization station
? Recording station

Primary user name

First

Last

Primary user, ID verified:

? Government ID
? Student card
? Other…

Enter other…

All users must provide a piece of ID. While we do not hold at the desk anymore, we do need to check it to verify their identity

Booking type

? Pre-booked
? Drop-in

Primary user library card number

Primary user account in good standing

? Primary user account is in good standing

Check status in workflows. OK or delinquent is fine. Blocked customers must settle their account first.

? Primary user contact info confirmed (phone or email)
? Primary user is not banned from using the station

Check "notes" field in Workflows under "extended info"

? Digitization station only: customer has had an orientation

Check "notes" field in Workflows under "extended info". If they haven't had an orientation, request one through the digitization station webpage. The customer will not be able to use the station today.

Additional users

How many people will be using the station including person making the booking? (maximum 4 recording / 2 digitization)*

Total # users (including primary user) - Select - ?

How many people will be using the space including person making the booking? (maximum 4)

User #2 name

First

Last

User #2 library card number

User #2 ID

? Government ID
? Student card
? Other…

Enter other…

User #3 name

First

Last

User #3 card number

User #3 ID

? Government ID
? Student card
? Other…

Enter other…

User #4 name

First

Last

User #4 card number

User #4 ID

? Government ID
? Student card

? Other…

Enter other…

Time checked in

Time checked in: Date

Time checked in: Time

Must check out by:

This is the time the customer is told that they must leave the station by.

Security Check