You must have a valid KU email account to make reservations.

1) Logon to the reservation system (http://reservations.journalism.ku.edu/). Choose the type of resource you want to reserve.

2) You will see a grid with all resources available across the top and time periods across the left side. Click on the location that corresponds to your start time.

3) Choose your start and end times for the reservation. Reservations cannot exceed 3 hours.

4) Choose the class you are enrolled in and click save.

   If making an overnight reservation, reserve the camera for the time you intend to pick it up. It must be near the end of the day. A signed overnight check out form will be required.

5) Your reservation is confirmed if you see it on the grid. Reservations made for times outside of lab hours WILL NOT be honored.

To modify a reservation, click on it and choose edit or delete.