

Resource Stores RCA | Quick Booking Guide

Staff and students can borrow a range of AV, Lens based equipment and other resources.

Latest news and opening hours

intranet.rca.ac.uk/av-equipment-hire-resource-store/resources.rca.ac.uk/Connect2/

Battersea

2nd floor, next to the Photography Darkroom
Dyson Building, 1 Hester Road, London. SW11 4AN
resources-battersea@rca.ac.uk

Kensington

Lower ground floor, entrance via Lower Galleries
Darwin Building, Kensington Gore, London. SW7 2EU
resources-kensington@rca.ac.uk

White City

Ground floor, behind the Café area
Garden House, Dorando Close, London. W12 7FN
resources-white-city@rca.ac.uk

Your responsibilities

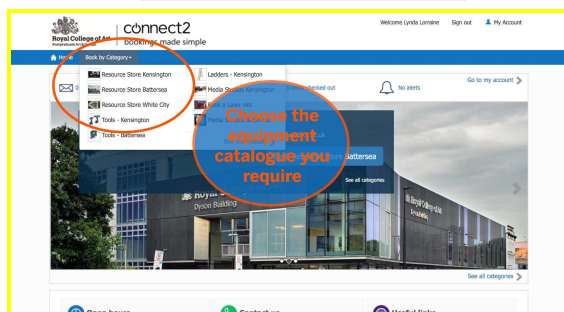
When you collect your bookings, you are responsible for its safekeeping; keeping it clean, complete (including kits) and in working order.

If any equipment that you borrow is lost, broken or stolen your ability to borrow from us will be at risk and you may be charged for replacements and/or repairs.

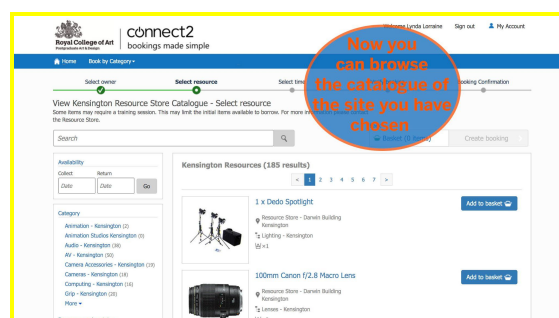
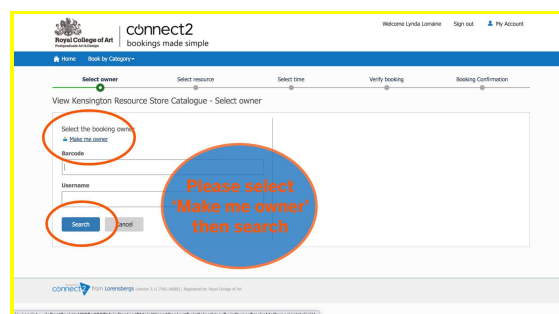
STEP 1

Decide what you would like to borrow

- The equipment we have can be browsed via resources.rca.ac.uk/Connect2/



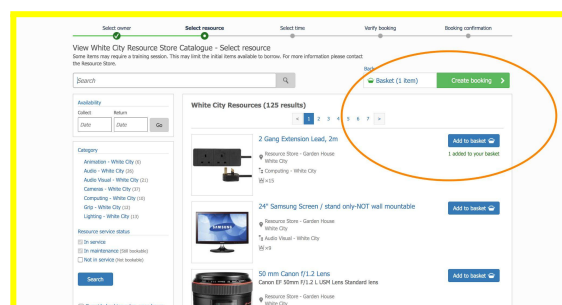
- Login using your usual RCA login credentials and find the location that you require.
- Please arrange bookings for the site you are based in unless a specialised item/s are located on another campus.



STEP 2

Make a booking

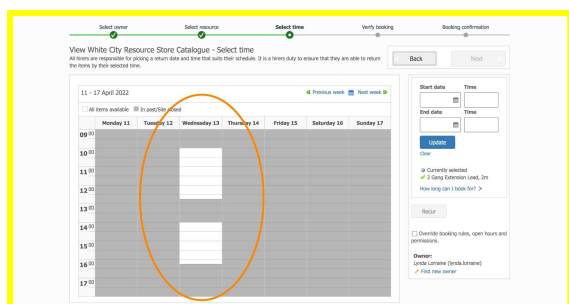
- Add item/s you require to your basket.
- Students can book directly via resources.rca.ac.uk/Connect2/
- Staff must email requests to the relevant store location with the staff name, full list of items and dates required. Subject to availability.
- You can add multiple items to your basket, you do not need to make separate bookings for each item.
- Click the 'create booking' button when you have finished adding items to your basket.



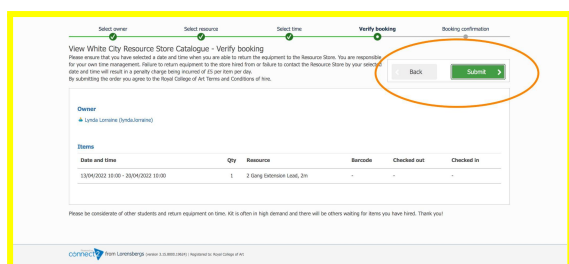
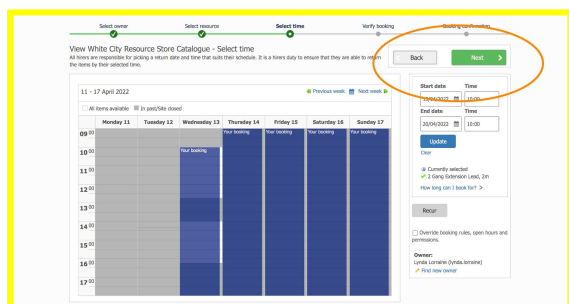
- Calendar Key**
White - we are open for bookings
Grey - we are closed for bookings
Red - items are already booked by others

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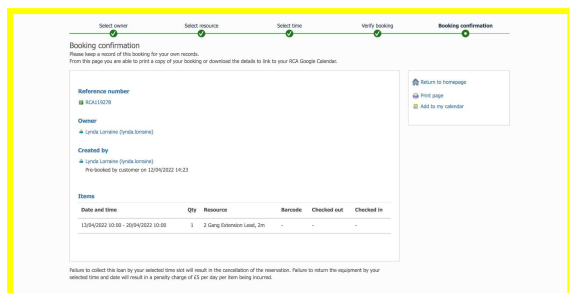
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- Start your bookings within the white parts of the calendar.
- Click on your chosen collection time.
- The calendar will automatically populate with a booking time frame, between 3-7 days. This will show up as a blue box.
- Click the '**next**' and '**submit**' buttons to complete your bookings.
- It is essential you complete these steps, otherwise, your provisional reservation will be lost.



- After you have submitted your booking [Connect2](#) should automatically confirm your booking via email with a reference number.



STEP 3

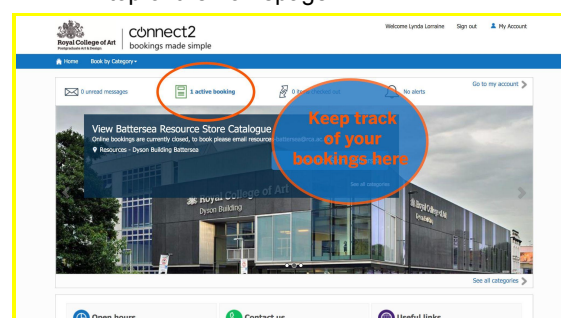
Pick-ups & Returns

- Go to the correct resource store as close to your pick-up and drop off times as possible. This ensures that there is enough time to get equipment ready for the next person borrowing, which includes technical checks and cleaning.



Keeping Track of Bookings

- You can keep track of your bookings by logging into resources.rca.ac.uk/Connect2/ and by clicking the bookings button at the top of the homepage.



- Please cancel unwanted bookings so that other students can make use of it.
- To make changes and extend bookings please email us quoting your booking reference number which is a 6 digit number beginning with '**RCA**'. Subject to availability.
- Alternatively you can extend within Connect2 by clicking on 'active bookings' on the home page, then then click on the booking reference number starting with '**RCA**' and choose '**Renew booking**'...
- **DO NOT** make a new bookings to '**extend**' your current bookings as you will get fined for the late return of the original booking.