

SUBJECT: Access Services – Laptop Computers

MANUAL: Health Sciences Library Policy & Procedure

PROCEDURE: Laptop Checkout and Use

RESPONSIBLE PERSONS: Library Staff and Clients

PROCEDURES

CHECKOUT LAPTOP

1. Laptops will be checked out accessing the client's record in the integrated library system, Sierra.
2. All contact information in the client's library record must be verified with the client before checking out the laptop and corrected as needed.
3. Client must read and sign MCHSL's Laptop Loan Agreement. Signed Laptop Loan Agreement should be placed in the file folder in the Laptop storage cabinet.
4. Laptops, mice, power cords and flash drives are numbered to ensure each mouse and power cord is kept with the corresponding laptop. The numbers on the mouse, power cord and laptop must match when the items are checked out.
5. Scan the laptop and flash drive barcode.
6. Give laptop, mouse, power cord and flash drive to the client.
7. Familiarize the client with the laptop's functions, if needed (i.e. adjusting the laptop's volume, location of the USB ports).
8. Client must be advised that all wireless printing directed from the laptops will connect to the printer on the 3rd floor of MCHSL. Laptops must be connected to MCW network to send print job.
9. Instruct client that the logon username for laptop wireless connection is **libraryuser**, and the password is **libraryuser**.

CHECK IN LAPTOP

1. Before check-in, the laptop, mouse, power cord and flash drive must be inspected in the presence of the client for signs of physical damage and to ensure the laptop is in working condition.
2. Check in the laptop using Sierra.
3. Place laptop, mouse, power cord and flash drive on the supply counter in MCHSL's staff room.
4. Move the client's Laptop Loan Agreement for the returned laptop into a separate file named 'Laptop Loan Agreements Archive' for record of transaction. This file is located next to the Laptop storage cabinet. Laptop Loan Agreements will be kept in the designated file for one month.
5. Returned laptop must be charged by connecting the power cord and plugging the laptop into the surge protector. Laptops and corresponding mice should be kept on the counter until the laptop is fully charged. Content of returned flash drive should be removed/deleted.

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6. Once charged, the laptops, mice and power cords are to be locked in the designated storage cabinet prior to MCHSL closing.
7. Before each daily MCHSL closing, all laptops must be stored and locked properly.

DEVELOPED BY: Library Staff

DATE: 11/11/08

REVISED BY: Library Staff

06/04/14

REVIEWED BY: Stevo Rokсандic, Director

06/04/14

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DATE: 7/1/14