



# Appendix B: Laptop Checkout Procedure from Alachua County Library District

## Laptop Checkout Procedure

- Laptops will not be loaned to patrons with incomplete or Internet-only library cards.
- Adult services will maintain custody of the laptops and check them out at HQ.
- Recommend branches submit written procedure for their locations.
- Patrons using a laptop will be required to surrender a picture ID (returned after check in and physical check of the equipment) and to fill out a Laptop Checkout Form.
- Laptops will be set to auto restore by using a USB drive or by pressing a function key at startup.
- Physical checks of the laptop and associated equipment will be required after each patron use:
  - Power adapter and cords
  - Batteries
  - Drives
  - Memory
- Automated Services will seal drive bay and memory access plates with tamper-proof strips. If any discrepancy is noted, immediately call Automated Services 334-3998. **(Do not check out the laptop if it has been tampered with, and retain the Laptop Checkout Form.)**
- Automated Services will provide laptop cases for storage.
- Laptops should be in a secure area (locked, if possible) when not in use. *(We purchased secure laptop storage carts from Dell for this).*