CHARGING A LAPTOP FOR "IN LIBRARY USE"

1. Swipe student/faculty ID card.

2. Check "notes" icon to see if patron has already signed Laptop Agreement for <u>current</u> academic year (pop-up note).

If not, have the patron <u>read</u> and complete Laptop Agreement.

Completed form should be given to a supervisor to add a pop-up note to the patron record.

3. Wand the barcode on:
- Laptop
- Powercord (if needed)
- Battery

CHARGING OUT A LAPTOP FOR "ONE DAY USE"

Perform steps 1 & 2 at left.

3. Wand the barcode on all components:
- Laptop
- Battery
- Powercord
- Case

<mark>Tell the patron the equipment is due back</mark> one hour before closing the following day **<mark>and that the fine is $25 per day</mark>**
Write the due date and time on the date due slip.

4. **<mark>Patron <u>must</u> log on to computer before leaving the library or the campus.</mark>**

WHEN DISCHARGING A LAPTOP

1. Discharge all components:
- Laptop
- Battery
- Powercord
- Case

2. Ask the patron if all CD's/DVD's, etc. have been removed.

3. Open the laptop and inspect the screen and keys for obvious damage.

4. Shut down the laptop. (If necessary, hold button for 10 seconds.)

5. Change the battery before returning laptop to cart.