

To check on laptops each day:

Alma Circ

Physical Titles / Title / Laptop

Look for Laptop Computer - Dell (Suhr 2014) It should be #9 on the list.

Physical (1), then Items

There should be 2 pages of all Suhr's batteries, power cords, and laptops.

Scan under the Process Type column – if you click on Loan or Lost, you can see the patron and due date. Does what you see onscreen make sense with what you see in the laptop cart? If a laptop goes lost, try to contact the student preferably by phone or less ideally by email (because they should have been receiving overdue notices by email) or both. Maybe they need a reminder or maybe they are having a major issue – illness, transportation, some other type of crisis.

Laptop cases are under record #5 Laptop computer - Dell (Suhr). No need to check on them daily, but good to know. Usually if a laptop goes lost, a case will be involved also.

IPads are found by searching:

Physical Titles / Title / iPad

Suhr's is iPad #10 on the list – even though it says it's Carlson's.