Information and Digital Technologies
February 7, 2008

Procedures for Use of Tablet PCs in Library Instruction

Storage:
- On cart, plugged into wall socket in the LL-452 storage room

Signage:
- Storage room (LL-452) is not labeled outside as to contents for security purposes
- Wall sign above equipment in LL-452 stating: This equipment is for SDSU Library Instruction use only
- Each Tablet PC will be numbered to correspond to their numbered shelf in the cart.
- Out of order indication for any Tablet PC will be attached to the cart shelves and correspond to the numbered Tablet PC in the cart.
- Instruction signs with equipment usage instructions will be available for each computer and kept with the cart.

Inventory:
- Annually, IDT verifies all laptops are accounted for inventory purposes
- Daily, Instruction SA verifies all laptops are accounted for inventory purposes. If items are missing, report the missing items to the InfoSys Service Desk and Coordinator of Library Instruction
- Daily, Instruction SA checks laptops per sign out form
- Daily, Instruction SA checks for any reports of problems on sign out form and follows up with a SR report to IDT
- Monthly, Instruction SA and/or Coordinator of Library Instruction performs a test on the laptops to ensure they are performing as they should be. Identify if image is still accurate. Follows up with a Service Request to the InfoSys Service Desk, if necessary
- Weekly, Instruction SA files the check out forms

Priority for Use:
- Librarians for instruction sessions held in library
- Librarians for instruction sessions held outside the library
- Training practices by librarians or Library staff
- Other use with permission of the Coordinator of Library Instruction and IDT, after advance notice of type of use and location of training.

Sign In/Out:
- Meeting Maker account (**libtablet**) will be used to book the Tablet PCs. This permits others to see when it is being booked
  - The **libtablet** account will be set up with proxies to all librarians.
  - It will have three labels (one for entire set, and two for partial set to accommodate multiples requests for partials).
  - All partial reservations must indicate the quantity of Tablet PCs being reserved.

- All partial reservations will be without the cart and should not always be the same numbered Tablet PCs each time. Spread usage throughout the set, rather than the first few always.
- Prior to borrowing, the librarian must complete a small training. A list will be posted in LL-452 indicating who has completed the training
- Clipboard (in room LL-452) requires the following information:
  - Who is signing it out (print and signature) and their position
  - Date and time checked out
  - Class name and number
  - Date/time expected back in, # of computers present
  - Date/time checked in, by whom, # of computers present
  - List any problems encountered
- All checked out items must be returned at the end of the reservation (prep/pickup from LL-452, class, and teardown/return to LL-452 time should be included in the reservation time).
- If items are missing, report the missing items to the InfoSys Service Desk and Coordinator of Library Instruction
- The Coordinator of Library Instruction will send a letter to the librarian (cc'd Carol Phillips, IDT), if items are not returned in timely manner. A copy of the letter will go to Library Administration.

Training and Statistics:
- Coordinator of Library Instruction is responsible for creating training opportunities and handouts in a timely manner
- A field will be added to the Library Instruction statistics form to indicate use of Tablet PCs