# Laptop Check-out Procedures

**Laptop Request**
To checkout a laptop, Library Faculty and Staff must submit a **Laptop Checkout Request** form to the InfoSys Service Desk at least 48 hours prior to date of Checkout Pickup with their **InfoSys Service Request**.  The **Laptop Checkout Request** form (ltckout.pdf)  is available from the lfolks web site at site.

The Requester will need to complete the following items on the **Laptop Checkout Request** form prior to submission:

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| **Requester:** | Your name (The Individual making the request). |
| **Requester's Home Phone:** | Your home telephone number. |
| **Office Phone:** | Your office telephone number. |
| **Checkout From:** | MM/DD/YYYY  -  The date the checkout period begins. |
| **To:** | MM/DD/ YYYY  -  The date the checkout period ends. |

**Laptop checkout guideline**:  Checkout periods are for 2 weeks.  Renewal of the checkout period is for an additional 1 week with a maximum of 2 renewals. Renewals are contingent on there being no one next up in the queue for the laptop. Renewals will be investigated, when someone is in the queue awaiting a free laptop. Checkouts outside the stated guideline are evaluated on  a case-by-case need and all checkouts are evaluated on the availability  of the laptops.

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| **Checkout Pickup:** | MM/DD/YYYY  -  The date the laptop will be picked up. |
| **Time:** | AM or PM  -  The time the laptop will be picked up  (i.e. 10:00 am). |
| **Checkout Purpose:** | Provide a short descriptive justification for your laptop checkout. |
| **Laptop Type** | Check the appropriate box for the type of laptop you desire.  Choices are Windows or |

| | Macintosh |
|---|---|
| **Laptop OS** | Check the appropriate box for the type of laptop you desire. Choices are 98, 2000, ME or OS 9.1 |
| **Additional Software Required:** | Provide a list of the additional software required on the laptop, other than operating system. |
| **Requester's Signature:** | Your signature (The Individual making the request). |
| **Date:** | MM/DD/YYYY - Date of your signature. |
| **Division/Unit Head's Signature:** | The signature of your Division/Unit Head approving the request. |
| **Date:** | MM/DD/YYYY - Date of your Division/Unit Head's signature. |

After posting the **InfoSys Service Request** information in the REQUEST database and associating the SR # with this **Laptop Checkout Request** form, the InfoSys Service Desk staff will forward the form to Operations for processing.

**Laptop Pickup**
When preparation for the laptop checkout has been completed, Operations will deliver the laptop to the InfoSys Service Desk with the **Laptop Checkout Request** form (including installing signature & date). The InfoSys Service Desk enters the laptop's barcode into the associated SR record and will notify the Requester that the laptop is ready for pickup.

The InfoSys Service Desk will have the Requester sign and date the **Laptop Checkout Request** form, when the laptop is picked up. Also, the person at the InfoSys Service Desk will sign and date the form to record the identity of the person giving the Requester the equipment. The **Laptop Checkout Request** form will be on file (red folder on bookcase) at the InfoSys Service Desk until the return of the laptop to InfoSys.

**Laptop Return**
When the Requester returns the laptop to InfoSys, the person at the InfoSys Service Desk will pull the matching the **Laptop Checkout Request** form. After signing and dating the form to record the equipment's return, the person at the InfoSys Service Desk will deliver the form and the laptop to Operations' desk. Operations will clear the return in the SR record.