**Laptop Cart Checklist**

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deliver to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checking Out:**

* Pick up cart the day before you have requested it after 3 p.m.
* Look over cart to ensure that all laptops are in order and plugged in.
* Ensure that you have a Student Laptop Checkout Sheet. (This is also available as a digital file on the laptop scheduling page).
* Sign the cart out on the clipboard by the circulation desk.

**In Classroom:**

* Ensure the cart is plugged in properly and is charging (look for the blue indicator light).
* Assign students to a laptop (using the Student Laptop Checkout Sheet).
* As students are returning the laptops, ensure that no additional damage has occurred.
* **If there is damage or the computer is not working properly, please submit a Track It. This icon is located on your desktop. Please include the cart and laptop number, as well as a detailed description of the issue. This will ensure the cart is in good condition in the future.**

**Before Returning:**

* Ensure that all laptops are in the appropriate slot and are plugged in.
* Keep this page and the Student Checkout Sheet for your records.

**When Returning:**

* Stop by the circulation desk to have the cart inspected.
* Sign the cart back into the library. Return the cart to the appropriate spot. **Please DO NOT plug the cart in.**

**Password Resets or Galileo Issues:** Call x4831

**Computer Issues:** Call Tony Garcia x4153