**Rose Park Library Media Center**

**Technology Checkout Procedures**

**Students**

Students may check out a netbook for a maximum of 2 nights. Students must have a parent/guardian’s permission to check out a netbook (student handbook release consent page). This consent makes the parent/student responsible for any damage.

Upon request the librarian/clerk will scan out the netbook in the inventory system, print a receipt, and have the student sign for it. The student will receive an automatic email reminder of the due date the day before the netbook is due. Included is a netbook, A/C adapter, carrying case. Before leaving school, the student will need to log on to the netbook so the user will be recognized away from the network.

When the netbook is return, it will be scanned in to inventory as returned.

**Teachers**

For inventoried items, the librarian/clerk will scan out the item in inventory. A receipt will be printed for the teacher to sign. An email reminder will be sent to the teacher a day before the due date.

For non-inventoried items, the librarian/clerk will log information on a check out sheet. (see pg. 2)

**Teacher Technology Checkout**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teacher Name** | **What is the item?** | **IT #** | **Date Out** | **Due In** | **Date (actually) In** | **Checked in in inventory** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |