



Appendix C: More Information About the Alachua County Library District Laptop Checkout Program

1. The laptops are all Dell Latitude model D820s.
2. All the patron checkout laptops have the same barcode on their RFID chip, 32054057012220. This is not for checking out the laptops, only for identification as an asset in the SIRSI system.
3. There is a tamper-indicating sticker on the top (monitor side) of each laptop. If someone peels the ACLD sticker off the workstation, it will show OPENED (see example in Automated Services).
4. No separate keyboard, mouse or headphones are provided with the laptops.
5. Speakers are in the body of the laptops. For noise control, branches/departments may want to provide headphones (as with the Internet PCs).
6. Each laptop is labeled with the branch it belongs to and a number on the left side of the case and the PC ID on the right.
7. The laptops are covered by an **accidental damage** insurance policy. Patrons should be held responsible for shipping and handling costs (\$50.00).
8. On the bottom of the case are:
 - An Alachua County property tag
 - An RFID tag (with ACLD overlay)
 - A tamper strip over the hard drive bay
 - A tamper strip over the memory module bay
 - The Microsoft Windows XP Professional product key sticker
 - The Dell Service tag and serial number stickers
9. Things to look for at check in:
 - No physical damage to the laptop (particularly the LCD screen)
 - Battery in place
 - Tamper strips undisturbed
 - RFID tag in place
 - DVD drive in place (may be able to lock this later)
 - Placeholders in card slots (lower-left side of laptop)
 - Wi-fi switch positioned toward the front of the laptop
10. Checkout recommendations:
 - No checkout to those with “No Address” profiles
 - Retain a picture ID while the patron uses a laptop
 - Have the patron sign a “responsibility sheet”
 - If the laptop is not returned (decide on timeframe), call the police and report the theft