Montana State Library Equipment Reservation

Download this form, complete it, and forward as an email attachment to your MSL staff contact or to mslequipment@mt.gov. An email request represents a signature. You do not need to send a paper or scanned form.

Number requested: **Laptops (max 24):** **Tablets:** **Ipads (case of 10; not available individually):** **Nexus (case of 10; not available individually):**	
Number of projectors requested (maximum 6): **Other items:**	
Pick-up date/time:	
Return date/time:	
Labs may be scheduled for pick-up between 9:00 a.m. and 4:00 p.m. Monday – Friday	
Software requested* (installations completed by MSL staff; subject to two week notice):	
Agency/Organization:	
Person making reservation:	
Destination/purpose of lab:	
Email & Telephone:	
Signature:	
Person signing agrees to provide appropriate handling, security, supervision, and will repack computers properly to return them on time.	

*Custom Software Installation:

The MSL staff are responsible for the following:

- Custom software installation, management, uninstalls; two-week's notice minimum, and acceptable documentation required; subject to staff availability

- Be mindful that tablet devices will retain personal and login information quite readily. The borrower will take all reasonable steps to ensure that no personal information remain on the devices upon their return to the MSL however users should be cautioned not to use social media or personal logins with these labs.

Handling, storage and transport:

The MSL staff will verify equipment prior to deployment and will inventory equipment upon return. Bags and/or cases are provided and should be used for storage and transport.

- Equipment should be stored in a secure location when not in use. Tablet cases should be padlocked.
- *Equipment is tagged – return equipment to appropriate bags/cases.*
- Equipment should not be stored in vehicles.
- Equipment should be allowed to come to room temperature before they are turned on.
- Use power cords with laptops rather than relying on batteries.
- The user is responsible for returning all equipment to the Montana State Library in the same condition that it was received.

WARNING:

- Laptop labs are equipped with DeepFreeze – which erases all content, _even saved content,_ when the labs are shut down or lids are closed. All work must be saved to an EXTERNAL storage device when using the laptop labs.

- Be mindful that tablet devices will retain personal and login information quite readily. This information is not easily cleared from the tablets. Users should be cautioned not to use social media or personal logins with these labs.

Wireless Laptop Training Lab (Red & Blue) accessories automatically included with lab:

- Computer mice (12)
- Power supplies (12)
- Mouse Pads
- Power strips (4)
- Extension cords (4)

Tablet labs:

- 10 Ipad 2s or 10 Nexus tablets
- 10 power cords per lab
- 1 power strip with USB ports

Projector (6) & accessories:

- Projector - Manual
- Projector - Power cord
- Projector - Remote control
- Projector – VGA connection cable

Additional equipment:

- Projector Pico low-lumen (1)
- Bluetooth speaker (4)
- Bluetooth speaker-mic set (1)

Contact information:

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