

## Checking out and scheduling of iPads:

- ✚ Before an iPad can be checked-out you need to read and sign off on the reading and understanding of this manual and viewed and understanding the video on how to close out applications.
- ✚ In signing up to use the iPads you will need to know how to use the Google doc. calendar for the iPad Cart. On the Calendar, whether you need one iPad or the whole cart you will need to sign up on the calendar stating your name (responsible person) and the amount of iPads you will be using. If you are not sure how to use the Google calendar please see Jo Williams or Mike Throm for they will be happy to walk you through this process. They will however, not sign another teacher up to use the calendar.
- ✚ The need to see your request is to help keep all users in good communications. No teacher should sign up for the use of cart or a single iPad for longer than a quarter. The longest a teacher should sign up for the use of any iPad should be in the quarter they are in when signing up. So, if you are planning to use the iPads in the third quarter then you are only allowed to sign up within the third quarter. If your plans change on the use of the iPads, please delete their use so others can plan on using them. Tracking on this active.
- ✚ Planning on taking out a portion of the iPads? Teachers are to take the iPads numbered lower in the cart. For instance, If wanting to check out 6 iPads. You would need to take 1 thru 6. These iPads would need to be checked out at the circulation desk. Please check Librarian's schedule, so that she can check these iPads out, or ask to be trained to check out these iPads yourself. This training needs to be prearranged with the librarian.

### **Checking out/ return of the iPads:**

- ✚ All iPads need to be counted prior taking the cart – if there are missing iPads, teacher –student must report the missing ones to the librarian. There are 29 iPads in a full cart they are numbered 1-29 in

individual green foam protective cases. The green cases are **not** to be removed from the iPads. Prior to using these iPads, it is mandatory to watch the iPad use tutorial videos. This keeps all users constantly using these tools correctly.

- ✚ When removing the iPads from the cart the charger plugs must be removed from all iPads and kept in correct order, so that the replacement of these cords to their correct iPad is easier and consistent.
- ✚ Every cord # is collated to its own iPad #. This allows for optimum service. Please verify plugs are correctly inserted to their correct iPad prior to returning the cart to the Library.
- ✚ All iPads need to be placed back into cart in numerical order. The best way to make this an easy transition is to call out the number and have each student return each iPad to the cart in numeric order. This allows for verifying all iPads are in cart, and All iPads glass sides are facing inward toward the center of the cart. This keeps the iPads from being broken if cart is hit.
- ✚ See photo ....
- ✚ When removing and returning of the cart to the library make sure the electrical cord is not dragging on ground. Two students or one adult need to remove/return the cart to the library.  
Removing/Returning cart into the library from the secondary exit door. Return cart along the far wall under the windows.
- ✚ Please remove plug prior to moving cart and plug in the plug on its return. The cart doors need to be closed in transit.
- ✚ If removing individual iPads students can only carry **one** iPad in transit. Adults see the librarian. We make this rule to prevent any accidental accidents happening to the iPads and the users. Each iPad **MUST** be checked out as if removing the cart. See above instructions.

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## IPad Cart Maintenance and Check- out Procedures



Notice the iPads are facing inwards and all plugs are attached to their correct iPad in numerical order.